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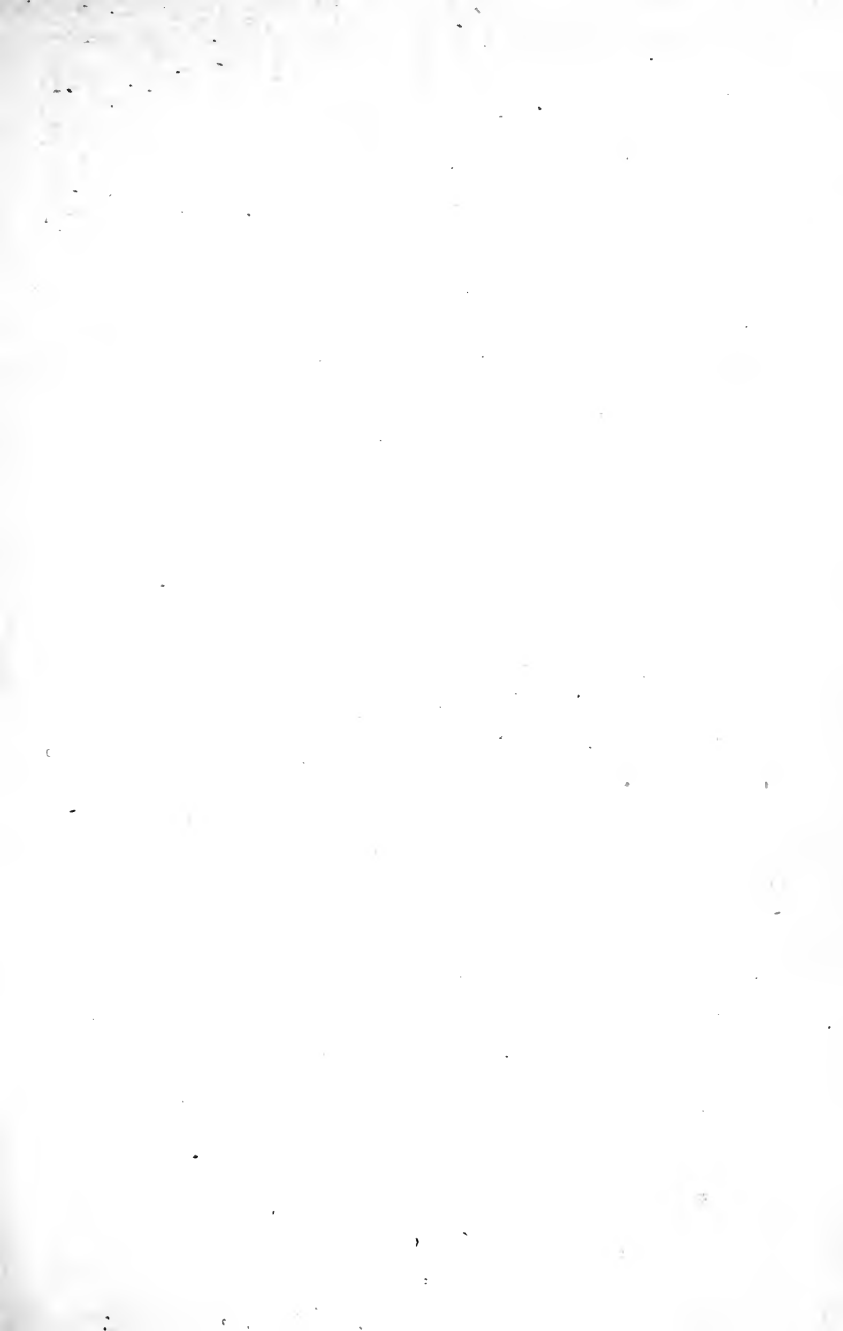


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# GUIDE TO LIBRARIANSHIP

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# GUIDE

TO

# LIBRARIANSHIP

A SERIES OF READING LISTS, METHODS OF STUDY,  
AND TABLES OF FACTORS AND PERCENTAGES  
REQUIRED IN CONNEXION WITH  
LIBRARY ECONOMY

EDITED BY

JAMES DUFF BROWN

BOROUGH LIBRARIAN, ISLINGTON, LONDON

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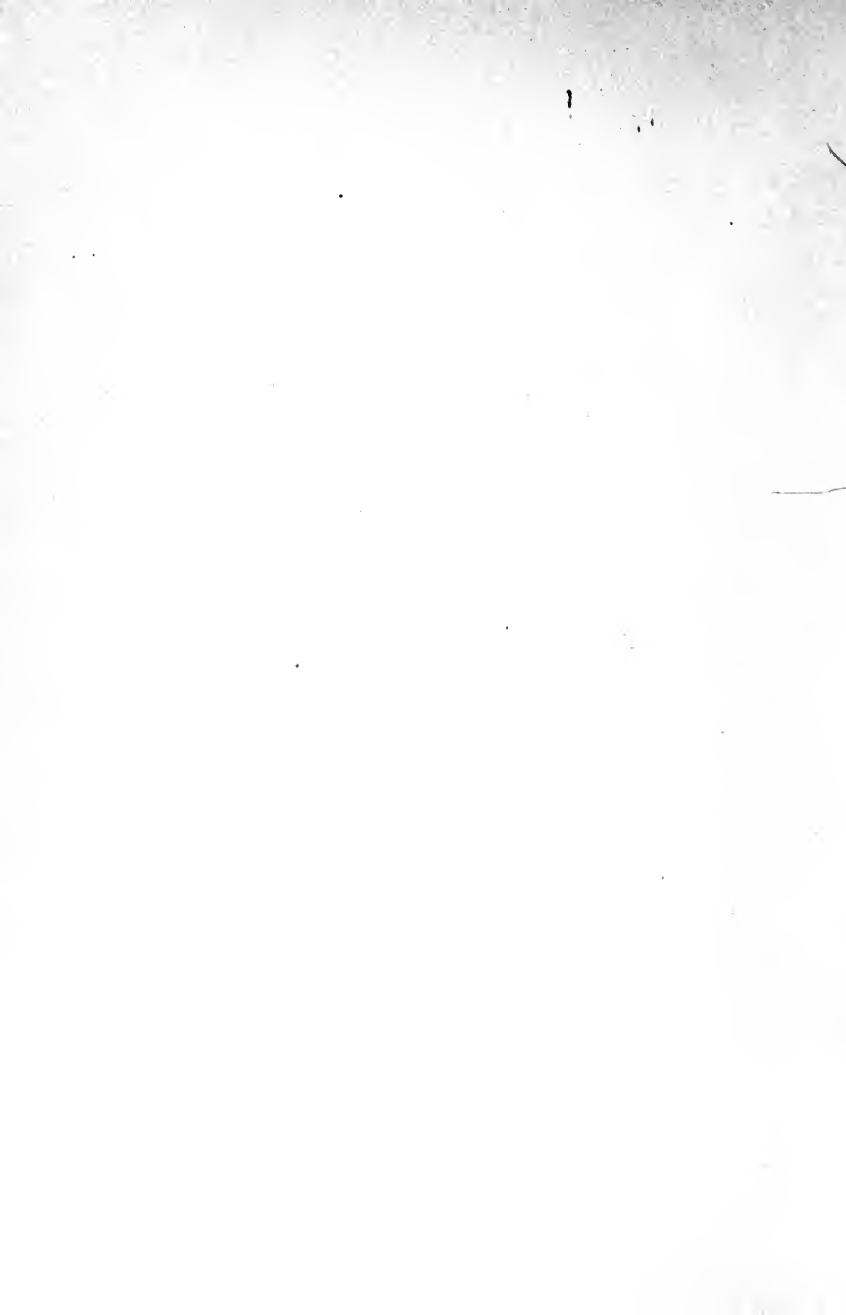
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## ABBREVIATIONS.

I.L.C.	International Library Conference, 1897
L.	Library.
L.(N.S.)	Library (new series).
L.A.	Library Assistant.
L.A.R.	Library Association Record.
L.A.T.	Library Association Transactions.
L.C.	Library Chronicle.
L.J.	Library Journal.
L.W.	Library World.
P.L.	Public Libraries.



## PREFACE

THIS is a very much revised and enlarged edition of the *Annotated Syllabus for the systematic study of Librarianship*, 1904, which has been out of print for some time. It has been completely overhauled by members of my own staff, who have been through most of the studies themselves, and I am indebted to Mr. L. Stanley Jast for permission to use his hints on the method of study for Classification.

It should be plainly understood that the list of books and articles given is neither select nor exhaustive, but as far as thought best, just useful. The intention is to give students as wide a choice as possible of helpful books, because it is realized that few libraries possess all the works listed, while the students themselves can only be expected to have a very small selection. Recognizing this, and also the fact that even a comparatively poor authority is better than none at all, a number of books and articles have been included because they are easily accessible rather than indispensable. The books marked with an asterisk (\*) in each division are those recommended as perhaps most useful.

In the revisions of the lists of books and tables of factors, the following members of the staff of the Islington Public Libraries have rendered great assistance, and I have much pleasure in acknowledging it here :—General, Mr. James D. Stewart ; Bibliography, Miss Olive E. Clarke ; Classification, Miss Violet A. Aitken ; Cataloguing, Miss Lilian Fairweather ; Library History and Organization, Miss Constance Mitchell ; Library Routine, Miss Emily Bobbitt ; Factors and percentages, Miss Katherine Chappell, Miss Daisy Robson, Miss May Turner, and Miss Alida Venndt.

JAMES DUFF BROWN





# Guide to Librarianship.

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## I.—LITERARY HISTORY.

REQUIREMENTS.—“ Knowledge of the outlines of English literature (including American), especially of the period 1750 to the present day. A special period will be set each year, of which a more detailed knowledge will be expected, including a first-hand acquaintance with the texts of the more important books of the time.

“Candidates will be required to satisfy the examiners as to their knowledge of the editions and forms in which important works have been published.”

I. METHOD OF STUDY.—In a large and varied subject like English literary history, it is best to obtain a brief, elementary survey of the whole field before proceeding to the study of details. For excellent short summaries or digests of the whole field, see Chambers's *Encyclopædia*, v. 4, at “English Literature,” and the *Encyclopædia Britannica* at the same heading. There is also a handy synopsis in the *New International Encyclopædia*, v. 4. For fuller preliminary reading Brooke's *English literature*, 1901, and Saintsbury's *Short history of English literature*, 1898, will suffice, if supplemented by Morley's *First sketch of English literature*, 1886, Nichol's *Tables of European literature*, 1888, and Beer's *Short history of American literature*, 1906. On this framework can be fitted the special details and periods set out in the “Synopsis of the history of English literature” prepared by Dr. E. A. Baker, which is printed on page 9 of the L. A. Syllabus. If the requirements as to “first-hand acquaintance with the more important books of the time,” and “knowledge

of the editions and forms in which important works have been published " are insisted upon, a very extensive knowledge of bibliography will be necessary as well as actual examination and reading of the texts of important authors. For this reason some useful bibliographical works are included in this section, and a general recommendation may be added that students should, if possible, refer to some of the books mentioned under Bibliography.

## 2. GENERAL AUTHORITIES FOR REFERENCE.

- Adams. Dictionary of English literature, 1884.  
 Allibone. Critical dictionary of English literature and Supplement, by Kirk, 1859-91, 5 vols.  
 British Museum. Catalogue of books . . . to the year 1640, 1884, 3 vols.  
 Brunet. Manuel du libraire, 1860-65, 6 vols. Supplement, 1878-80, 2 vols.  
 Duyckinck. Cyclopædia of American literature, 1881, 2 vols.  
 Garnett and Gosse. English literature, 1903, 4 vols.  
 (Useful for facsimiles and pictures).  
 Graesse. Trésor de livres, 1859-69, 7 vols.  
 Lowndes. Bibliographer's manual, 1857-64, 6 vols.  
 Morley. Tables of English literature, 1870.  
 Nichol. Tables of European literature, 1888 ed. (including America).  
 Patrick. Chambers's Cyclopædia of English literature, 1901, 3 vols.  
 Ryland. Chronological outlines of English literature, 1890.  
 Ward and Waller, *eds.* The Cambridge history of English literature, 1907, *in progress*. This is provided with very full bibliographies to every chapter.  
 Watt. Bibliotheca Britannica, 1824, 4 vols.  
 Whitcomb. Chronological outlines of American literature, 1894.  
 And the catalogues of large libraries like the British Museum (general), London Library, Rylands' Library, Advocates' Library, etc.

## 3. GENERAL TEXT-BOOKS—ELEMENTARY.

- \*Brooke. English literature, 1901.  
 \*Gosse. Short history of modern English literature, 1898 (Chaucer to Tennyson).  
 Meiklejohn. English literature, 1905.  
 Morley. First sketch of English literature, 1886.  
 Robertson. History of English literature, 1894.  
 Rowley. Smaller history of English literature, 1880.  
 Saintsbury. Short history of English literature, 1896.

## 4. GENERAL TEXT-BOOKS—ADVANCED.

- Arnold. Manual of English literature, 1875. Later eds.  
 \*Craik. History of English language and literature, 1890, 2 v.  
 Dobson. Handbook of English literature, 1897.  
 Engel. History of English literature, 1902.  
 \*Hallam. Introduction to the literature of Europe, 1882  
 (15th to 17th centuries).  
 Harris. The First printed translations into English of the  
 great foreign classics [1909].  
 Henderson. Scottish vernacular literature, 1898.  
 Hume. Spanish influence on English literature, 1905.  
 Hyde. Literary history of Ireland, 1899.  
 Jusserand. Literary history of the English people, 1895—  
 1906, 2 vols. (To be in 3 vols.).  
 Maclean. Literature of the Highlands, 1904.  
 ——— Literature of the Celts, 1906.  
 Millar. Literary history of Scotland, 1903.  
 Minto. Manual of English prose literature, 1886.  
 Shaw. Manual of English literature, 1864. Later eds.  
 \*Taine. History of English literature, 1891, 2 vols.

## 5. SPECIAL PERIODS—ORIGINS TO TIME OF ELIZABETH.

- \*Brink. History of English literature, 1896, 2 vols.  
 \*Brooke. English literature from the beginning to the Norman  
 Conquest, 1898.  
 Lewis. Beginnings of English literature, 1900.  
 Morley. English writers, 1891–7, 11 vols.  
 \*Saintsbury. History of Elizabethan literature, 1891.  
 \*Schofield. English literature from the Norman Conquest to  
 Chaucer, 1906.  
 Seccombe and Allen. Age of Shakespeare (1579–1631), 1903,  
 2 vols.

## 6. SPECIAL PERIODS—RESTORATION TO THE 18TH CENTURY.

- \*Dennis. Age of Pope (1700–44), 1899.  
 Garnett. Age of Dryden, 1895.  
 \*Gosse. History of 18th century literature, 1891.  
 Masterman. Age of Milton, 1897.  
 \*Seccombe. Age of Johnson (1748–98), 1900.  
 Beers. History of English romanticism in the 18th century,  
 1899.  
 Phelps. Beginnings of the English romantic movement, 1893.  
 Vaughan. The Romantic revolt, 1907.

## 7. SPECIAL PERIODS—THE 19TH CENTURY TO PRESENT TIME.

- Beers. History of English romance in the 19th century,  
 1901.

- Herford. Age of Wordsworth, 1897.  
 Morley. English literature in the reign of Victoria, 1881.  
 Oliphant. Victorian age of English literature, 1892, 2 vols.  
 Omond. The Romantic triumph, 1900. Early 19th century.  
 \*Saintsbury. History of 19th century literature (1780-1895), 1896.  
 \*—— The Later 19th century, 1908.  
 Shorter. Victorian literature, 1897.  
 \*Walker. Age of Tennyson, 1897.

## 8. SPECIAL FORMS—POETRY.

- \*Archer. Poets of the younger generation, 1902.  
 \*Courthope. History of English poetry, 1895-1905, 5 vols.  
 Gosse. From Shakespeare to Pope, 1885.  
 —— Jacobean poets, 1894.  
 Minto. Characteristics of English poets (Chaucer to Sidney), 1885.  
 Stedman. The Poets of America, 1895.  
 \*—— Victorian poets, 1893.  
 \*Warton. History of English poetry, 1871, 4 vols. Also old editions.

## 9. SPECIAL FORMS—DRAMA.

- \*Archer. English dramatists of to-day, 1882.  
 Bates. English religious drama, 1902.  
 Collier. History of English dramatic poetry to the time of Shakespeare, 1879, 3 vols.  
 \*Filon. The English Stage . . . Victorian drama, 1897.  
 Schelling. The English chronicle play, a study in the popular historical literature environing Shakespeare, 1902.  
 \*Symonds. Shakespeare's predecessors in the English drama, 1884.  
 \*Ward. History of English dramatic literature to the death of Queen Anne, 1899, 3 vols.

## 10. SPECIAL FORMS—FICTION.

- \*Baker. Guide to the best fiction, 1903.  
 —— History in fiction, 1907, 2 vols.  
 Cross. Development of the English novel, 1899.  
 \*Dunlop. History of fiction. Ed. Wilson, 1888, 2 vols.  
 \*Jusserand. The English novel in the time of Shakespeare, 1890.  
 Nield. Guide to the best historical novels, 1904.  
 \*Raleigh. The English novel, 1903.  
 Stoddard. Evolution of the English novel, 1900.  
 Tuckerman. History of English prose fiction, 1894.



## II. SPECIAL FORMS—HISTORY.

\*Adams. Manual of historical literature, 1903.

\*Gross. Sources and literature of English history . . . to 1485, 1900.

## 12. AMERICAN AND COLONIAL TEXT-BOOKS.

\*Beers. A Short history of American literature, 1906.

\*Nichol. American literature (1680-1880), 1882.

Pancoast. Introduction to American literature, 1898.

Richardson. Primer of American literature, 1896.

\*Trent. History of American literature (1607-1865), 1903.

Tyler. History of American literature during the Colonial times, 1897, 2 vols.

Wendell. Literary history of America, 1900.

Bourinot. Intellectual development of the Canadian people, 1881.

Byrne. Australian writers, 1896.

Turner and Sutherland. Development of Australian literature, 1898.

## II.—ELEMENTS OF PRACTICAL BIBLIOGRAPHY.

REQUIREMENTS.—Knowledge of historical typography, including the invention of movable type, great printing centres and printers, and book production generally. Authorship, publishing, and bookselling, including copyright. Book description and the compilation of bibliographies. Universal, national, trade and subject bibliographies. Book and periodical selection, and aids and guides. "Book-buying and accession methods" is included as part of (E) in Section 5, Library History, etc.

I. METHOD OF STUDY.—A great part of this subject is not practical bibliography at all, the whole of group (A) and some of (B) being historical typography, in itself a study of enormous extent. The syllabus gives no clue to any limitation, and judging by the examination papers set in former years, the candidate is evidently expected to have some knowledge of every printer and his works. As candidates will be required to satisfy the examiners in each of the eight groups, this will be a very trying subject for students. Some limit might be imposed on the requirements under the head of "History of Printing," say by publishing a list of printers whose work candidates would be expected to know.

To acquire a preliminary general view of the subject students should read first some very elementary sketch such as Rawlings' *Story of books*, 1901; Davenport's *The Book*, 1908; and then the articles on "Bibliography" in the *Encyclopædia Britannica* and the *New International Encyclopædia*. On the elementary practical side, Brown's *Manual of practical bibliography* (1906) should be used. Following this might come Blades' *Pentateuch of printing*, 1877; Duff's *Early printed books*, 1893; Plomer's *History of English printing*, 1900; and Pollard's *Early illustrated books*, 1893. An elementary general history of printing on the lines of Savage's *Story of libraries* is much wanted. To obtain some idea of the appearance and general atmosphere of the older books, visits must be made to libraries

like the British Museum, John Rylands' Library (Manchester), Advocates' Library, Edinburgh, and similar large collections. Failing this the *British Museum Guide to the exhibition in the King's Library illustrating the history of printing*, and the *Facsimiles of MSS. and Printed books* should be studied. Without some knowledge of actual specimens, it is almost impossible for a young student to realize what early printing is like.

Having obtained a good general view of the whole subject, the more practical parts of the syllabus can be read up in Brown's *Practical bibliography* (1906), and the numerous other authorities quoted in the following lists. It should be noted that "Book accession" is not included in "(H) Book selection," but forms part of "(E) Book-buying and accession methods" in "V. Library history, etc." Book selection includes periodicals and music, as "VI. Library Routine (B) 12—15" evidently means the care and storage of special collections, and not their selection.

## 2. THEORY AND DEFINITIONS.

- \*Brown. *Manual of practical bibliography* [1906].
- Brown and Pollard. *Practical bibliography*, L. (N.S.), vol. 4, 1903.
- Burton. *The Book-hunter* [1908] (Introduction).
- Campbell. *Theory of national and international bibliography*, 1896.
- \*Horne. *Introduction to bibliography*, 1814, 2 vols. (Early chapters.)
- Langlois. *Manuel de bibliographie historique*, 1901-4. (Part I.).
- Petherick. *Theoretical and practical bibliography*, 1897, I.L.C., p. 148.
- Power. *Handy-book about books*, 1870, pp. 91-116.
- \*Tedder. *Study of bibliography*, 1884, L.A.T., p. 128.
- \**Encyclopædia Britannica* (Article on "Bibliography").
- New International Encyclopædia* (Article on "Bibliography").
- Refer also to the publications of the Bibliographical Society.

## 3. EVOLUTION OF THE PRINTED BOOK FROM MS. FORMS.

- Blades. *The Pentateuch of printing*, 1877.
- †Brassington (W. S.). *A History of the art of book-binding, with some account of the books of the ancients*, 1894, chap. 1-4.

† This is based on Arnett's *Inquiry into the nature and form of the books of the ancients*, 1837.

- Davenport. *The Book: its history and development*, 1908.  
 \*Duff. *Early printed books*, 1893.  
 \*Madan. *Books in manuscript*, 1893.  
 Rawlings. *Story of books*, 1901, O.P.  
 \*British Museum. *Guide to the MSS. exhibited in the Department of MSS. and in the Grenville Library*. Last ed.  
 \*—— *Facsimiles of MSS. and printed books*. Last ed.  
 \*—— *Guide to the exhibition in the King's Library, illustrating the history of printing*. Last ed.

#### 4. BLOCK BOOKS.

- Bouchot. *The Book*, 1890.  
 \*Duff. *Early printed books*, 1893.  
 \*Humphries. *History of the art of printing*, 2nd ed., 1868.  
 \*Sotheby. *Principia typographia*, 1858.  
 British Museum, *Guide to the exhibition in the King's Library*. Last ed.  
 ——— *Facsimiles*. Last ed.

#### 5. INVENTION OF MOVABLE TYPE. (INCUNABULA).

- \*Blades. *Pentateuch of printing*, 1877.  
 ——— On the present aspect of the question: Who was the inventor of printing? *L.C.*, 1887, vol. 4, p. 135.  
 Bouchot. *The Book*, 1890.  
 Bullen. *The Presumed earliest printed notice of Gutenberg*. *L.A.T.*, 1884, p. 25.  
 De Vinne. *The Invention of printing*, New York, 1878.  
 \*Duff. *Early printed books*, 1893.  
 Hessels. *Gutenberg: was he the inventor of printing?* 1882.  
 Hodgkin. *Rariora*, 1902, 3 vols.  
     Contains an account of his experiments with wooden type to prove that the first movable types were made of wood.  
 Humphries. *History of the art of printing*, 2nd ed., 1868.  
 Linde (A. van der). *The Haarlem legend of the invention of printing by Laurenz Janszoon Coster, critically examined*, 1871.  
 Pollard. *Gutenberg, Fust, Schoeffer, and the invention of printing*, *L. (N.S.)*, 1906, vol. 8, p. 69.  
 Steele. *What 15th century books are about*, *L. (N.S.)*, 1903.  
 \*British Museum. *Guide to the exhibition in the King's Library*. Last ed.  
 ——— *Facsimiles*.  
*Encyclopædia Britannica*. (Article on "Typography.")

#### 6. SPREAD OF PRINTING.

- Blades. *Pentateuch of printing*, 1877 (*Exodus*).  
 \*Duff. *Early printed books*, 1893.

- \*Humphries. History of the art of printing, 2nd ed., 1868.  
British Museum. Guide to the exhibition in the King's  
Library. Last ed.
- Facsimiles. Last ed.

## 7. GREAT PRINTERS AND THEIR WORK.

- Blades. Life and typography of William Caxton, 1882.
- \*Bullen, *ed.*). Catalogue of the Caxton celebration, 1877.
- \*Burger. The Printers and publishers of the fifteenth century,  
with lists of their works, 1902.
- \*Faulmann. Geschichte der Buchdruckerkunst, Wien, 1882.  
See most of the foregoing books and such articles as  
Christie, Elzevir bibliography, Library Chronicle,  
1888, vol. 5, p. 117; Faber, Christopher Plantin,  
Library, 1890, vol. 2., pp. 12, 38, 87, 133; also  
articles in \*"Encyclopædia Britannica" under  
names of printers. There are endless monographs  
on individual printers and presses.

## 8. GENERAL COURSE OF PRINTING IN GREAT BRITAIN AND IRELAND.

- \*Allnutt (W. H.). Printers and printing in the provincial  
towns of England and Wales, L.A.T., 1878, pp. 101  
and 157.
- \*Duff. Early printed books, 1893.
- \*Plomer. Short history of English printing, 1476-1898, 1900.

## 9. VARIETIES OF TYPE.

- Jacobi. On the making and issuing of books. o.p.
- Caslon and Co. Type specimen books, 1763 to date.
- De Vinne. The Practice of typography, N. Y., 1904, 3 vols
- Duff. Early English printing, 1896.
- Southward. Practical printing, 1892.

## 10. COLOPHONS AND TITLE-PAGES.

- \*Blades. Signatures in old books, L. vol. 1., 1889, p. 121.
- \*Brown. Manual of practical bibliography [1906].
- Cotton. Typographical gazetteer, 1831.
- \*Deschamps. Dictionnaire de géographie . . . supplément au  
"Manuel du Libraire," 1870.
- Garnett. Some colophons of the early printers, L., 1891,  
vol. 3, p. 265.
- \*Pollard. An essay on colophons, 1905.
- Last words on the history of the title-page, 1891.
- \*Proctor. Notes on signatures, L., 1891, vol. 3, p. 267.
- Stein. Manuel de bibliographie générale, 1897, pp. 555-636.

## II. METHODS OF DATING.

Brown. *Manual of practical bibliography* [1906].

Rouveyre. *Connaissances nécessaires à un bibliophile*, 1899, vol. 2, p. 187.

Hilton (J.). *Chronograms*, 1882-95, 3 vols.

See also any good arithmetic or encyclopædia for translation of Roman into Arabic numerals.

## 12. BOOK ILLUSTRATION.

Austin. *The History of engraving from its inception to the time of Thomas Bewick*, 1908.

Blackburn (H.). *The Art of illustration, with a chapter on coloured illustration by J. S. Eland*, 2nd ed., 1901 [1896].

\*Conway. *Woodcutters of the Netherlands*, 1884.

\*Crane. *Decorative illustration of books*, 1901.

Hamerton. *Drawing and engraving*, 1892.

Hardy. *English coloured books*, 1906.

Jennings. *Early wood-cut initials*, 1908.

Pennell. *Modern illustration*, 1895.

— *The Illustration of books*, 1896.

\*Pollard. *Early illustrated books*, 1893.

\*Sketchley. *English book-illustration of to-day*, 1903.

Wood (H. T.). *Modern methods of illustrating books*, 1887.

## 13. PAPER.

Beadle. *A Short account of the history of paper-making*, 1897.

\*Blades. *Paper and paper-marks*, L. 1889, vol. 1, p. 217.

Jenkins (Rhys). *Paper-making in England (1495-1714)* L.A.R., 1900, vol. 2, pp. 479 and 577; 1901, vol. 3, p. 239.

Madan. *Books in manuscript*, 1893, pp. 6-12.

Sindall. *Paper technology*, 1906.

— *Manufacture of paper*, 1909.

— *Physical qualities of paper*, L.A.R., vol. 11, 1908, pp. 24-35.

\**Encyclopædia Britannica*, and other reference books.

## 14. BOOK-BINDING.

Adams. *Binding, historic and artistic*, P.L., 1906, vol. 11.

Brassington (W. S.). *A History of the art of book-binding*, 1894.

Davenport. *English embroidered book-bindings*, 1899.

— *Book-binding in England*, L.A.R., 1907, vol. 9, pp. 19-23.

— *Notes on book-binding*, L., 1893, vol. 5, p. 217.

\*Fletcher. *Book-binding in England and France*, 1897.

— *Book-binding in France*, 1905.

- \*Horne. The Binding of books, 1894.
- \*Prideaux. An Historical sketch of book-binding, with a chapter on early stamped bindings by E. Gordon Duff, 1893.
- Modern book-bindings: their design and decoration, 1906.

## 15. AUTHORSHIP, PUBLISHING AND BOOK-SELLING.

- Birrell. Law and history of copyright in books, 1899.
- Brown. Manual of practical bibliography [1906].
- \*Copinger. Law of copyright, 4th ed., 1904.
- Walford (C.). Early laws and regulations concerning books and printers, L.A. Trans., 1883, p. 88.
- Duff. A Century of the English book-trade, 1905.
- Curwen. History of booksellers, 1873.
- Growoll. The Profession of book-selling, 1893-5.
- Three centuries of English book-trade bibliography, 1903.
- Roberts. Earlier history of English book-selling, 1889.
- Powell (W.). Publishers and publishing, L.A.R., 1902, vol. 4, p. 590.
- \*Wheatley. Prices of books, 1898.
- \*Chambers' Encyclopædia, (Articles on copyright, etc.).
- \*Encyclopædia Britannica, (Articles on copyright, etc.).

## 16. COLLATION AND DESCRIPTION OF BOOKS.

- \*Brown. Manual of practical bibliography, [1906].
- Book description, L.W., 1905, vol. 8.
- De Morgan. Difficulty of correct description, L.A.R., 1902, vol. 4, p. 247.
- Duff. Early printed books, 1893.
- \*Jacobi. Making of books, 1891.
- Some notes on books and printing, 1903.
- \*Pollard. Objects and methods of bibliographical collations and descriptions, L., vol. 8, 1907, p. 193.
- and W. W. Gregg. Some points in bibliographical descriptions, with a memorandum on Degressive bibliography by Falconer Madan, Bib. Soc. Trans., 1908.

## 17. ESSENTIALS OF GOOD BOOK-PRODUCTION.

- Powell. Publishers and publishing, L.A.R., vol. 4, 1902, p. 523 (*abstract*).
- Cobden-Sanderson. The Ideal book, or the book beautiful, 1900.

For other books on this section see *Varieties of type*; *Paper*; *Book-illustration*; and *Binding*, Sect. 6.

## 18. COMPILATION OF BIBLIOGRAPHIES.

## PRINCIPLES OF ARRANGEMENT.

- \*Brown. Manual of practical bibliography [1906].
- \*— Manual of library economy, 1907, pp. 220-24.
- \*Cole. Compiling a bibliography, 1902.
- Keogh. Practical bibliographies, A.L.A. Bulletin, J1., 1907.
- \*Madan. Method in bibliography, Biblio. Soc. Trans., 1893, pp. 91-102.

## PRACTICAL METHODS OF COMPILATION.

- \*Brown. Manual of practical bibliography [1906].
- \*— Manual of library economy, 1907.
- \*Pollard. Relations of bibliography and cataloguing, I.L.C., 1897, p. 63.
- See also Cataloguing.

## 19. KNOWLEDGE OF BOOKS OF REFERENCE.

## UNIVERSAL BIBLIOGRAPHIES.

- Mattaire (M.). Annales typographici ab artis inventæ origine ad annum 1664, 1719-41, 5 vols.
- Supplement by Denis, 1789, 2 vols.
- Panzer (G. W.). Annales typographici ab artis inventæ origine ad annum 1536, 1793-1803, 11 vols.
- Hain (L.). Repertorium bibliographicum, 1826-36, 4 vol., Indices by Burger, 1891.
- Supplement, by W. A. Copinger, 1895-8, 2 vols.
- Peddie. Fifteenth century books, L.W., vol. 11, 1908-9. [*In progress*. An author index with references to descriptions in bibliographies].
- Græsse. Trésor de livres rares et précieux, 1859-69, 7 vols.
- Brunet. Manuel du libraire et de l'amateur de livres, 5th ed., 1860-5, 6 vols.
- Supplement, by G. Brunet et P. Deschamps, 1878-80, 2 vols.
- British Museum Library. Catalogue of printed books, 1881-1902.
- Proctor. Index to the early printed books in the British Museum from the invention of printing to the year 1500, 1898-9, 4 vols.

## NATIONAL BIBLIOGRAPHIES.

- Watt. Bibliotheca Britannica, 1824, 2 vols.
- Lowndes. The Bibliographer's manual of English literature. New ed. by H. G. Bohn, 1857-64, 4 vols.
- Allibone. Dictionary of English literature and British and American authors, 1859-71, 3 vols.
- Supplement, by J. F. Kirk, 1891, 2 vols.



## 20. TRADE BIBLIOGRAPHIES.

## AMERICAN.

- American catalogue of books, 1861-71. Kelly.  
 ————— 1876, *in progress*. Leyboldt.  
 Book auction records, 1904, *in progress*.  
 Publishers' trade list annual, 1873-1902, *in progress*.

## ENGLISH.

- Arber. Transcript of the registers of the Company of Stationers of London, 1554-1640, 1875-77.  
 — The Term catalogues, [1668-1709, 1711], 1903-5, 3 vols.  
 The English catalogue of books, 1835 to date.  
 Reference catalogue of current literature, 1874-1906. Issued every few years.  
 Book Auction Records, 1904, *in progress*.  
 Book-prices current, 1888, *in progress*.

## GENERAL.

- Sonnenschein (W. S.). The Best books. Latest ed.  
 — The Reader's guide to contemporary literature. Latest ed.  
 For lists of other national and trade bibliographies, see Brown's *Manual of practical bibliography* and Kroege's *Guide to reference books*.

## 21. CATALOGUES OF LIBRARIES.

To be studied by reference to great bibliographical catalogues, like those of the British Museum, Bibliothèque National, John Rylands Library, London Library, Peabody Institute, etc. Also the catalogues of firms like Quaritch, Voynich, Sotheran, Rosenthal, Ellis, Leighton, etc., and sale catalogues of celebrated book-auctions.

## 22. BIBLIOGRAPHIES OF BIBLIOGRAPHY.

- British Museum. List of bibliographical works in the reading-room of the British Museum, 2nd ed., 1889.  
 Courtney. A Register of national bibliography, with a selection of the chief bibliographical books and articles printed in other countries, 1905, 2 vols.  
 Peignot. Répertoire de bibliographies spéciales, curieuses et instructives, 1810.  
 Petzholdt. Bibliotheca bibliographica, 1866.  
 Stein. Manuel de bibliographie générale, 1898.  
 Vallée. Bibliographie des bibliographies, 1883-7, 2 vols.

## 23. BOOK SELECTION.

## THEORY AND PRINCIPLES.

- Andrews. Book selection, L.J., 1897 (Conf. No.) p. 7c.

- Baker. Wanted—a guide book to books, L.A.R., vol. 2, p. 89, 1900.
- \*Brown. Manual of library economy, 1907, pp. 79-83, 141-167.  
 — Select lists of books on important subjects, L., vol. 7, p. 363, 1895.
- Burgoyne. Choice of books for small libraries, L.A.R., 1901, p. 189.  
 — Selection and purchase of books, L.A.R., 1899, pp. 136-157.
- Cutler. Principles of selection of books, L.J., 1895, p. 339.
- Cutter. Should libraries buy only the best books . . . ? L.J., vol. 26, p. 70, 1901.
- Dana. Library primer, pp. 39-52.
- Foster. Where ought the emphasis to be placed in library purchases? L.J., vol. 29, p. 229, 1904.
- Larned. Selection of books for a public library, L.J., 1895, p. 270.
- Library in relation to special classes of readers, L.J., vol. 31, pp. 65-85, 1906.
- Lindsay. Some general principles of book selection, P.L., vol. 10, p. 267, 1905.
- Willcock. Proportional representation of different classes of literature in libraries, L.A.R., pp. 336-44.

## AIDS AND GUIDES TO BOOK-SELECTION.

- Adams. Manual of historical literature, 3rd ed., 1903.
- A. L. A. Catalog of 8,000 volumes for a popular library, 1904.
- Baker. Descriptive guide to the best fiction, 1903.  
 — History in fiction, 1907, 2 vols.
- Brown. Manual of library economy, 1907, pp. 158-162.  
 — Manual of practical bibliography [1906], pp. 113-42.  
 — The Small library, 1907.
- Kroeger. Guide to the study and use of reference books, 1902.  
 — Aids to book selection, 1908.
- Robertson. Courses of study, 2nd ed., 1908.
- Sonnenschein. Reader's guide to contemporary literature.  
 — The Best books. Latest ed.
- \*Stewart and Clarke. Guides to book selection, L.W., May-June, 1909.

## PERIODICALS.

- Brett. Use of periodicals, L.J., vol. 20, 1895 (Conf. No.) p. 12.
- Brown. Selection of current periodicals, L.A.R., vol. 6, p. 591, 1904.  
 — Classified list of current periodicals, L.A. Series, No. 8, 1904.
- Dawson. List of English and foreign newspapers, magazines, etc., 1907.

Pitman's Where to look. An Easy Guide to books of reference.

Latest issue. (Chiefly annuals and periodicals).

The Writers' and artists' year book. *Annual, in progress.*

Gives brief notes on the scope of most English magazines.

*See also* Annual lists of Periodicals issued by Mitchell, Sell, Layton, etc., and the various international lists of the same kind.

#### MUSIC.

Brown. Guide to the formation of a music library. 1893.

Mathews. Libraries and music. L. v. 5, 1903, p. 190.

Sturgis-Krehbiel. Annotated bibliography of fine art. . . music. 1897.

### III.—CLASSIFICATION.

REQUIREMENTS.—Knowledge of the theory of classification in general, and its logical basis. Applications of classification to knowledge in general, particular sciences, and books. Principal schemes of book classification, their history, structure and notation. Application of book classification to the shelves of a library—guiding shelves, marking books, distinguishing sizes, shelf listing, etc.

An important point which must be constantly kept in mind is to avoid confusing the classification of books with the cataloguing of books. It is possible to catalogue a book under many heads, but it can only be classed at *one* place in a classification scheme. A failure to realize this is often the cause of endless mistakes and misunderstandings.

#### INTRODUCTORY NOTE by Mr. L. STANLEY JAST.

“The theory of classification is a department of Logic. Students who know no Logic, or who do not grasp abstract ideas readily, will find the subject difficult. The difficulty is increased by the paucity of suitable literature on this aspect of classification.

#### DEFINITIONS.

##### I.

PROFESSOR HUXLEY.—(*Lectures on the Elements of Comparative Anatomy*, 1864 : 1). By the classification of any series of objects is meant the actual or ideal arrangement together of those which are like and the separation of those which are unlike ; the purpose of this arrangement being to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question.

##### II.

AS MODIFIED BY PROFESSOR JEVONS.—(*Principles of Science*, 1874–1892 : 677). By the classification of any series of objects, is meant the actual or ideal arrangement

together of those which are like and the separation of those which are unlike; the purpose of this arrangement being primarily to disclose the correlations or laws of union of properties and circumstances, and, secondarily, to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question.

### III.

AS FURTHER MODIFIED.—By the classification of any series of objects is meant the actual or ideal arrangement together of those which are like and the separation of those which are unlike; the purpose of this arrangement being, primarily, to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question, and the recording of them that they may be conveniently and quickly referred to; and secondarily, to disclose the correlations or laws of union of properties and circumstances.

Study the above definitions very carefully, noticing especially the widening of Huxley's definition by Jevons', and of Jevons' by definition III., which is the one students should learn and try to understand.

"to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of . . . objects, and the recording of them. . . ." That is to say, it is by classification that knowledge is *organized*—and organized knowledge is science. READ an account of the work of Linnæus, and find out exactly what it was he did for classification. An excellent account appeared in the *Times Literary Supplement*, 24th May, 1907, p. 161.\*

"to disclose the correlations or laws of union of properties and circumstances." READ Jevons' *Principles of Science*, pp. 681–685 (1892 ed.) under "Correlation of Properties." The most remarkable example of correlation is probably Mendeleeff's table or classification of the chemical elements by their atomic weights. READ Watt's

\* See also Rendle, p. 30, 4.

*Dictionary of Chemistry*, v. 3, article on the "Periodic Law"; it is rather technical, but will probably give a sufficient notion of what the "Periodic Law" is if studied by the table, or read up in some text-book of chemistry.

### THE FIVE PREDICABLES.

These are Genus, Species, Difference, Property, and Accident. For the meanings of these terms, READ Jevons' *Principles of Science*, pp. 698-702, under *The Five Predicables* (disregarding the references to the Logical Alphabet).

### NATURAL AND ARTIFICIAL CLASSIFICATIONS.

READ Jevons' *Principles*, pp. 678-681, under *Natural and Artificial Systems of Classification*. The test of naturalness is the occurrence of important correlations.

Look up the main divisions of the modern classifications of Botany and Zoology, paying attention to the fundamental "marks" or characteristics according to which the divisions are defined, as the presence or absence of the *flower* marking out the grand divisions in Botany of Phanerogamia and Cryptogamia, and of Phanerogamia into Monocotyledons and Dicotyledons; note the important properties correlated with the subdivision by cotyledons.

Zoology bases its primary divisions on the general "plan" on which the bodies are built.

### HISTORY OF CLASSIFICATION.

Limited to schemes intended mainly or wholly for classifying books. Classifications of knowledge are best left alone, as needing much time and knowledge to study with any profit.

#### I. PRINCIPAL SCHEMES FOR THE CLASSIFICATION OF BOOKS, TO 1850.

250 B.C. Callimachus. Richardson. *Classification: Theoretical and Practical*: 155.

831 A.D. Library of St. Riguier. Edwards: 811.

1347 Library of St. Emmeran. Edwards: 811.

1498 Aldus. Brown: 40.

1548 Conrad Gesner. Edwards: 763; Brown: 40.

- 1603 *Francis Bacon.*  
 1627 Gabriel Naudé. Edwards : 772.  
 1678 Jean Garnier. Edwards : 774-5 ; Brown : 42.  
 1679 *Ismael Bouilleaud.* Edwards : 773.  
 1740 Gabriel Martin.  
 1768 De Bure.  
 1793 Shutz-Hufeland and Ersch.  
 1806 Barbier. Edwards : 796.  
 1806 Achard. Edwards : 796.  
 1810 *Brunet.* In his "Manuel du Libraire," vol. 6 ; Rouveyre, vol. 9 : 25-37.  
 1825 T. H. Horne. In his "Introduction to Bibliography" ; Brown : 43-4.  
 1836 British Museum. Trans. of Conf. of Librarians, 1877 : 188-93 ; Brown : 45-8.  
 The references to Edwards' "Memoirs of Libraries" are to vol. 2.

## 2. SCHEMES OF CLASSIFICATION SINCE 1850.

- 1857 Royal Institution. Vincent. Classified cata. of the Roy. Inst., 1857.  
 1859 Edwards, Edward. E. 815-31 ; B. 51-4 with a new notation.  
 1870 Harris, W. T. B. 63-5 as developed by Peoria P.L.  
 1871-9. Schwartz, Jacob. L.J., vol. 4 (1879) ; vol. 7 (1882) ; B. 66.  
 1876 *Decimal.* Dewey, Melvil. Decimal classification and relative Index. Ed. 6, 1899 ; *Same* Abridged Decimal classification ; B. 68-70.  
 1879 *Expansive.* Cutter, C. A. Expansive classification. Part 1, the first six classifications, 1891-3. Part 2, *in progress* ; B. 75-7.  
 1882 Rational. Perkins, F. C. A Rational classification for Shelving and cataloguing Books, 1882 ; B. 78-9.  
 1882 Smith, Lloyd P. On the classification of Books, 1882 ; B. 80.  
 1885 Ogle, J. J. L.C., vol. 2 (1885) : 161-6.  
 1886 Sion College. Order of the classification of Sion College Library, 1889 ; B. 72.  
 1887 Sonnenschein. In his "The Best Books," pp. 55-7.  
 1888 Hartwig. Otto ; B. 57-9.  
 1890 Bonazzi. B. 59.  
 1894 Fletcher, W. J. Library Classification : Reprinted with additions, etc. from his "Public Libraries in America," 1894 ; B. 81-2.  
 1898 Adjustable. B. 97-160.  
 1899 *Expanded Decimal.* Brussels Institut International de Bibliographie. Classification Bibliographique Decimale, 1905.

- 1901 International Catalogue of Scientific Literature. Instructions and Schedules, 1901.  
 1902 Library of Congress, 1902-5, *in progress*.  
 1906 *Subject*. Brown. Subject classification, 1906.  
 E. refers to vol. 2 of Edwards' "Memoirs of Libraries";  
 B. to Brown's "Manual of Classification."  
 Schemes of outstanding importance in the development of  
 bibliographical classification are in italics.

## NOTATIONS.

Avoid mixing up questions of notation with questions of pure classification.

Learn the practical application of the following notations thoroughly; they are very important:—

The Decimal (Dewey) notation.

The Modified Decimal notation of the Institut International de Bibliographie. This is described by Mr. Hopwood, article on "Dewey Expanded," in "Library Association Record," vol. 9, no. 6 (15th June, 1907): 307.

The Expansive (Cutter) notation.

The Subject (Brown) notation.

*Book numbers*.—Books bearing the same class numbers are usually arranged (1) by accession numbers, or (2) dates of publication, or (3) authors. For (2) and (3) various special marks have been devised.

READ Cutter's *Expansive Classification*, Part I, pp. 12-16, from "A Book-Mark, as I said," etc., onwards; also Brown's *Subject Classification*, pp. 26-32, paragraphs 30-40.

The most widely known system of Author marks or numbers is that devised by Mr. Cutter. Study this, if possible, in the *Alphabetic Order Table*. READ Mr. Cutter's account of the system in his *Expansive Classification*, Part I, pp. 139-160.

A system of book numbers based on the first three letters of the Authors' names is described in the "Library World," v. 3: 120-23, 150-52.

A table for translating names wholly into figures is given in Brown's *Subject Classification*, pp. 237-251.

*Size Marks*.—Note the methods of indicating sizes in the Decimal, Expansive, and Subject classifications."

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## GENERAL.

READ the introductions to the *Decimal classification* (*large ed.*), and the *Subject classification*.

READ through Richardson's *Classification: theoretical and practical*.

## 2. INTRODUCTORY.

## PRINCIPLES, ARGUMENTS, ETC.

Anderton. Books brought into relation with one another and made operative, L.A.R., vol. 4, 1902, pp. 382-89, and vol. 7, 1905, pp. 443-58.

Brown. Classification and cataloguing, L., vol. 9, 1897, p. 143.

—— Manual of Library Economy, 1907, pp. 184-202.

—— Manual of Library Classification and shelf arrangement, 1898 (Includes the Adjustable classification).

Dana. Classification. In his "Library primer," 1903, p. 78.

Fletcher. Library Classification, 1894.  
(Old and modern systems).

Graesel. Classification. In his "Bibliothekslehre," 1902.

Jast. Classification in public libraries, L., vol. 7, 1905, p. 169.

—— Library Classification. "Greenwood's Year Book," 1900, p. 21.

Kephart. Classification. U. S. Educ. Report, 1892-3, vol. 1, p. 861.

Maire. Manuel Pratique du Bibliothécaire, 1896.  
(Old and modern systems).

McKnight. Weak points in library administration. The absence of exact classification from British libraries, L.A.R., vol. 13, 1906, pp. 289-95.

Mould. Wanted—a classification, L.A.R., vol. 13, 1906, pp. 127-47.

Petzholdt. Bibliotheca Bibliographica, 1894.  
(Old and modern systems).

Richardson. Classification: theoretical and practical, 1901.  
(Contains a bibliography, and gives outlines of many schemes, old and new).

Savage. Form and alphabetic classification, L.A.R., vol. 9, 1907, pp. 375-83.

Sayers. Some canons of classification, L.A.R., vol. 9, 1907, pp. 425-42.

Wilson. Classification in public libraries, L.A. Trans., 1879, 79-155.

## 3. LOGIC.

Bain. Logic, 1886.

Bosanquet. The Essentials of logic, 1906.

Clarke. Logic, 1906.

Fowler. Inductive logic, 1873.

- Hibben. Logic : deductive and inductive, 1906.<sup>1</sup>  
 Jevons. Logic, 1902.  
 — Principles of Science, 1905.  
 Mellone. An Introductory text-book of logic, 1905.  
 Mill. Logic, 1906.  
 Minto. Logic : inductive and deductive, 1904.  
 Ryland. Logic : an introductory manual, 1908.

#### 4. CLASSIFICATIONS OF SCIENCE.

A few examples for examination as to general structure and differences :—

##### GENERAL.

- Flint. Philosophy as scientia scientium, and a history of the classification of the sciences, 1904.  
 Pearson. Grammar of science, 1900, pp. 504-32.

##### BOTANY.

- Bentham. Genera Plantarum, 3 vols., 1862-83.  
 Engler. *In* Willis. Manual of flowering plants and ferns, 1904.  
     *See also* the German original for cryptogamia and full tables, in "Syllabus der Pflanzenfamilien," 1903.  
 Goebel. Outline of classification and special morphology of plants, 1887.  
 Linnæus. Classes and orders of the Linnæan system of botany, by R. Duppe, 1816, 3 vols. Also other editions.  
 Rendle. The Classification of flowering plants, 1904, vol. 1.  
     Read the Introduction.

##### ZOOLOGY.

- Fothergill. Zoological types and classification, 1891.  
 Hertwig (Richard). A Manual of zoology, trans. from 5th German ed. by J. S. Kingsley, 1903, pp. 182-649.

##### MEDICAL.

- Nomenclature of diseases drawn up by a joint committee appointed by the Royal College of Physicians, 1906.

#### 5. SCHEMES AND COMMENTARIES.

- For other full schemes *see* Mr. Jast's 2. Method of Study.

##### GENERAL.

- Coleridge. Encyclopædia metropolitana; or, Universal dictionary of knowledge, 1817-45.  
     A classified encyclopædia.  
 Courses of reading and study in the New International Encyclopædia, N.Y., 1907.  
 Educational courses in study and reading. Appleton's Universal cyclopædia and atlas [1907].

## DECIMAL.

- Jast. Dewey system, L., vol. 9, 1897, p. 340.  
 Lyster. Dewey notation and classification, L., vol. 8, 1896  
 p. 482.  
 Peddie. Decimal classification, L., vol. 9, p. 346.  
 Hopwood. Dewey expanded, L.A.R., vol. 9, 1907.

## EXPANSIVE.

- Aldred. Expansive classification, L.A.R., vol. 7, 1905,  
 pp. 207-19.  
 Sayers. The Expansive classification, L.A.R., vol. 11, 1909,  
 p. 99.  
 Jast. Classification of library economy, 1907.  
 Princeton University, Location of books in the library.  
 Princeton, N.J., 1901.  
 Rowell, J. C. Classification of books in the library. Berkeley,  
 Cal., 1894. (Univ. of Cal. Library bulletin, no. 12).

## SUBJECT.

- Coutts. The Subject classification, L.A., April, 1909. Also  
 as separate pamphlet.

## 6. APPLICATION OF CLASSIFICATION TO SHELVES, ETC.

- Aitken. The Junior work of classification, L.A., May, 1909.  
 Brown. Manual of Library Economy, 1907, pp. 203-19.  
 Lange. Shelf Classification and shelf marking, L.W., vol. 12,  
 1908.  
 Langton. Systems of shelf notation, L.J., vol. 21, 1896,  
 p. 441.  
 Library Association. Report on size notation, L., vol. 4, 1892,  
 p. 147.  
 Lyster. Shelf classification by Dewey system, L., vol. 9,  
 1897, p. 329.  
 Savage. Classification guides and indexes, L.W., vol. 8,  
 1905-6, p. 261.  
 — Form and alphabetic book classification, L.A.R., vol. 9,  
 1907, pp. 375-383.  
 Sayers. Some principles of classification, L.A., vol. 6, 1908,  
 pp. 82-88.  
 Stewart. Oversize books, L.W., vol. 9, 1906-7, p. 208.  
 — Guiding an open-access lending library, L.W., vol. 7,  
 1904-5, p. 113.

#### IV.—CATALOGUING.

REQUIREMENTS.—Knowledge of the history of cataloguing and the various forms of catalogues and their objects. Codes of cataloguing rules. Catalogue compilation, including author entries, joint authors, corporate authorship, anonyms and pseudonyms. Subject, title, form, series, reference and other entries. Analytics, annotations, references and indexes. Alphabetization, punctuation and other preparatory matters. The Printed catalogue and its preparation for the press. Manuscript catalogues and their preparation. Author, Subject, Classified, Dictionary and other forms of catalogues and the bulletins, reading lists and other supplementary lists issued in connection with them. Mechanical methods of displaying catalogues—cards and cabinets, sheaves, guard books, placards, etc.

I. METHOD OF STUDY.—This is essentially a practice study, and no amount of reading will make a good cataloguer. Everything depends so much on the code of rules selected and the methods adopted in applying it. The most useful introductions to the study will be found in Brown's *Manual of library economy*, 1907, his *Manual of practical bibliography* [1906]; Hitchler's *Cataloging for small libraries*, 1905; and Quinn's *Manual of library cataloguing*, 1899. Next, it is important to master the leading points in the *International cataloguing rules* compiled by the American and British Library Associations. Another code of rules which ought to be studied, because of its wide acceptance, is Cutter's *Rules for a dictionary catalog*, last ed.; and also, because of its points of difference and avoidance of alternative rules, Brown's code contained in each of the three books entered at "5 Codes of Rules." Several codes are compared in Linderfelt's *Eclectic card catalog rules*, 1890, and in Hitchler's *Comparative cataloging rules*, 1903. The technique of compilation is best read in the books and papers marked with an asterisk in the following list. Students should continually exercise themselves in the

writing of catalogue entries of all kinds, and, if possible, get an experienced librarian to correct them.

## 2. GENERAL : THEORY AND PRINCIPLES—COMPARISON OF DIFFERENT SYSTEMS.

- Barlow. *Future of the catalogue*, L.A., 1907, p. 239-43.
- Barrett. *Alphabetical v. classified forms compared*, I.L.C., 1897, p. 67.
- Bond. *Classified v. dictionary catalogues*, L.A.R., 1900, p. 313.
- \*Brown. *Manual of library economy*, 1907, pp. 220-70.
- \*———. *Manual of practical bibliography*, N.D. [1906] chapter 5.
- \*———. *Philosophy of cataloguing*, L.W., 1904, p. 319.
- Bullen. *Library catalogues : their effects and defects*, L.A., 1907, pp. 235-39.
- \*Clarke. *Learning to catalogue*, L.A., 1908, pp. 116-20.
- \*Crawford. *Cataloging : suggestions for the small public library*, 1906.
- Cutter. *Last words on cataloging*, P.L., 1905, p. 17.
- \*———. *Rules for a dictionary catalog*. Last ed.
- De Morgan. *Difficulty of correct description*, L.A.R., 1902, p. 247.
- Doubleday. *The Dictionary catalogue*, L.A.R., 1901, p. 521.
- Edwards. *Memoirs of libraries*, 1859, p. 749.
- Encyclopædia Britannica*. See articles on "Bibliography" and "Libraries."
- Garnett. *Public libraries and their catalogues*. In *his "Essays in Librarianship,"* 1899, p. 32.
- Hanson. *Questions in cataloging rules*, L.J., 1905, pp. 278-9.
- . *Some points in cataloging*, P.L., 1906, pp. 62-3.
- \*Hitchler. *Cataloging for small libraries*, Boston, 1905.
- Keogh. *Thoughts on cataloging and catalogs*, P.L., 1908, pp. 246-7.
- \*Lane. *Cataloging*. U.S. Education report, 1892-3, p. 835.
- Macfarlane. *Cataloguing*. In *his "Library administration,"* 1898, pp. 78-147.
- Pollard. *Meditation on directories (Alphabetical v. classified cataloguing)*, L. (N.S.), 1900, vol. 2, p. 82.
- \*Quinn. *Manual of library cataloguing*, 1899.
- Tolman. *Bibliography and cataloguing : some affinities and contrasts*, P.L., 1905, pp. 119-122.
- Wheatley. *How to catalogue a library*, 1889.

## 3. CO-OPERATIVE CATALOGUING.

- \*A. L. A. *Report of special committee on cataloguing*, P.L., 1905, pp. 516-19.

- Ambrose. The use of printed cards in the N.W. University library, L.J., 1906, p. 257.
- Andrews. Printed card catalogs, I.L.C., 1897, p. 126.
- Baker. Co-operative annotation and guides, L.A.R., 1905, pp. 272-299.
- Brown. Manual of library economy, 1907, pp. 245-46.
- Cataloguing bureau for public libraries, L. (N.S.), 1905, pp. 86-93.
- \*Crawford. Some essentials of co-operative cataloging, P.L., 1908, pp. 201-06.
- Dewey. Printed card catalogues from a central bureau, L. (N.S.), 1900, vol. 2, p. 130.
- Jahr and Strohm. Bibliography of co-operative cataloging, Washington, 1903.
- \*Jast. Problem of printed catalogues, L. (N.S.), 1901, p. 141.
- Jewett. On the construction of catalogues of libraries and their publication by means of separate stereotyped titles, 1853.
- Winsor. Simplifying methods, L.J., 1906, pp. 226-7.

#### 4. HISTORICAL.

- \*Brown. Mechanical methods of displaying catalogues [Appendix with lists of articles and codes, 1597-1893], L., 1894, vol. 6, p. 45.
- \*Encyclopædia Britannica. Articles "Bibliography" and "Libraries."
- \*Fairchild. Bibliography of catalog rules. *In* Dewey, Library school rules for catalogs, 1892.
- \*Penny cyclopædia, article "Bibliography."
- Wheatley. How to catalogue a library, 1889.

#### 5. CODES OF RULES.

- \*[International] Cataloguing rules: author and title entries. Compiled by the committees of the A.L.A. and L.A. English ed., 1908.
- †A. L. A. condensed rules for an author and title catalogue, 1904.
- †A. L. A. rules, L.J., 1883, pp. 251-54 and 263-64.
- Bodleian Library cataloguing rules. *In* "English cataloguing rules." Bulletin, 77, New York State Library, 1902.
- \*Bodleian Library. Staff Kalendar and supplement, 1909 (Annual).
- Bodleian Library. L.A. series, No. 5.
- \*British Museum. Rules for compiling catalogues in the department of printed books, 1906.
- British Museum. MacFarlane, "Library Administration."

†Superseded by International "Cataloguing Rules."

- British Museum. *In* "English cataloguing rules," *Bulletin* 77, New York State Library, 1902.
- British Museum. L.A. series, No. 5.
- British Museum. Stephen. British Museum cataloguing rules, L.W., 1908, pp. 401-410.
- Brown. Manual of library economy, 1907, pp. 226-38.
- Manual of practical bibliography [1906], pp. 99-115.
- The Small library, 1907, pp. 92-107.
- Crawford. Cataloging suggestions for a small library, 1906.
- \*Cutter. Rules for a dictionary catalog. Last ed.
- Fairchild. Bibliography of catalog rules. *In* "Dewey's library school rules for catalogs, 1892.
- \*Hitchler. Comparative cataloging rules: 20 points in 10 codes briefly compared, 1903.
- \*Jast. Classified and annotated cataloguing: suggestions and rules, L.W., 1898-1900. Abridged, by Sayers and Stewart. L.W., 1906. (The portion dealing with Annotation was not written).
- †Library Association cataloguing rules, L.A. series, No. 5.
- †Library Association cataloguing rules. *In* English cataloguing rules. *Bulletin* 77, New York State Library, 1902.
- †Library Association cataloguing rules. *In* early numbers of the "L.A. Year books."
- \*Linderfelt. Eclectic card catalog rules, 1890.
- Perkins. San Francisco cataloging, 1884.
- Prussia: Instruktionen für die alphabetischen Kataloge der preussischen Bibliotheken. Berlin, 1909.
- \*Quinn. Manual of library cataloguing, 1899.
- \*Sayers and Stewart. Catalogues for children (with code of rules), L.A.R., 1905, vol. 7, p. 377.
- Wheatley. How to catalogue a library, 1889.

## 6. AUTHOR CATALOGUES AND ENTRIES.

- \*International cataloguing rules, 1908.
- \*Author headings for U.S. public documents as used in the official catalog of the Superintendent of documents, 1907.
- Clarke. United States public documents and their catalogs L.J., 1906, p. 317.
- \*Cutter. Rules for a dictionary catalog. Last ed.
- \*Guppy. Cataloguing of anonymous literature, L.A.R., 1901, p. 298.
- Hanson. Rules for corporate entry, L.J., 1905, pp. 72-80.
- \*Quinn. Manual of library cataloguing, 1899, pp. 17-69.
- Reinick. Classifying and cataloguing of public documents, P.L., 1906, pp. 51-53.

† Superseded by International "Cataloguing Rules."

NOTE.—Pseudonymous and anonymous books can be studied further in books like :—

Courtney. The secrets of our national literature, 1908.

Cushing. Anonyms, 1890.

— Initials and pseudonyms [1885-88], 2 vols.

Halkett and Laing. Dictionary of the anonymous and pseudonymous literature of Great Britain, 1882-88, 4 vols.

Thomas. *O. Hamst.* Handbook of fictitious names, 1868.

Barbier. Dictionnaire des ouvrages anonymes, 1872-79, 4 vols.

## 7. SUBJECT CATALOGUES AND ENTRIES.

Hulme. Construction of the subject catalogue, L.A.R., 1901, p. 507.

— Principles of dictionary subject cataloguing, L.A.R., 1900, p. 571.

*Also all the Codes which deal with subject entries.*

## 8. DICTIONARY CATALOGUES.

Bishop. Subject headings in dictionary catalogs, L.J., 1906, p. 113.

Brown. Arrangement of large subject headings in dictionary catalogues, L.C., 1888, p. 170.

— Manual of library economy, 1907, pp. 220-24.

\*Cutter. Rules for a dictionary catalog. Last ed.

Doubleday. The Dictionary catalogue, L.A.R., 1901, p. 521.

— Class lists or dictionary catalogues, L., 1897, p. 179.

Hulme. Principles of dictionary subject cataloguing, L.A.R., 1900, p. 571.

\*Quinn. Manual of library cataloguing, 1899, pp. 9-15.

*Also see the Codes.*

## 9. CLASSIFIED CATALOGUES AND LISTS.

Brown. Classification and cataloguing, L., 1897, pp. 150-156.

— Classified catalogues. *In* Greenwood's Library year book, 1897, pp. 82-92.

\*— Classified libraries and catalogues. *In his* Manual of library classification, 1898, pp. 83-94.

— Manual of library economy, 1907, pp. 241-243.

\*Brown and Jast. Compilation of class lists, L., vol. 9, 1897, p. 45.

Doubleday. Class lists or dictionary catalogues, L., vol. 9, 1897, p. 179.

Fletcher. Future of the catalog, L.J., 1905, pp. 141-44.

Jast. Classified and annotated cataloguing: suggestions and rules, L.W., 1898-1900. Abridged, L.W., 1906.



- Jast. Problem of the printed catalogue, with a possible solution (Bulletins and class lists) L. (N.S.), 1900, vol. 2, p. 141.
- \*— The Class List, L., 1897, p. 41.
- Quinn. Manual of library cataloguing, 1899, pp. 106-15.
- \*— The Classified catalogue, L.A.R., 1901, p. 154.
- Sayers and Stewart. Abridged Jast code of rules for classified cataloguing, L.W., 1905, pp. 326-30.
- Willcock. Classed catalogues and their indexes, L.W., 1900-1, vol. 3, p. 261.
- See also some of the codes and the introductions to such schemes of classification as the Decimal, Expansive and Subject.

## 10. BULLETINS AND READING LISTS.

- Brown. Manual of library economy, 1907, pp. 243-4.
- Jast. Problem of the printed catalogue, with a possible solution (bulletins and class lists) L. (N.S.), 1900, vol. 2, p. 141.
- Moulton, Foster, and Blanchard. Library bulletins, L.J., 1899, p. 472.
- Periodical library bulletins. Symposium, L.J., 1894, vol. 19, Conf. No., pp. 50-56.
- \*Savage. Reading lists, L.W., 1899-1900, vol. 2, p. 259.
- \*Sayers and Stewart. Reading lists, L.W., vol. 8, p. 147, 1905-6.
- \*— Library magazines; their preparation and production, L.W., 1904-5, vol. 7, pp. 229, 257, 285, 328; 1905-6, vol. 8, pp. 1, 36, 91, 147, 180, 208.
- Singleton. Library bulletins, L.W., 1904-5, vol. 7, p. 118.
- \*Stewart. The compilation of reading lists, L.A., vol. 4, p. 181.
- Turner. Bulletins, L., 1898, p. 58.

## 11. METHODS OF COMPILATION (TECHNIQUE).

### (a.) GENERAL; STYLE, ARRANGEMENT, PUNCTUATION.

- Brown. Manual of library economy, 1907, pp. 220-270.
- \*— Manual of practical bibliography, N.D. [1906] *passim*.
- Philosophy of cataloguing, L.W., 1904, p. 319.
- The Small library, [1907].
- Clarke. Learning to catalogue, L.A., 1908, pp. 116-120.
- Collar. Classification and cataloging of children's books, L.J., 1903, vol. 28, Conf. No., p. 57.
- Crawford. Cataloging: suggestions for the small public library, 1906.
- \*Cutter. Rules for a dictionary catalog. Last ed.
- \*Dana. Library primer, p. 94, 1903.
- Eastman. How to catalog a small library, P.L., 1906, vol. 11, p. 314.
- Edmands. Rules for alphabeting, L.J., 1887, vol. 12, p. 326.

- Edmond. Description of books printed between 1501 and 1640, L.A.R., vol. 3, 1901, p. 133.  
 — Cataloguing of 15th century books, L.A.R., vol. 1, 1899, p. 297.  
 Graesel. Cataloguing. In *his* Bibliothekslehre, 1902.  
 Greenwood. Library year book, 1900, p. 37.  
 Hazeltine. Technical notes for small libraries, Wisconsin Lib. Bulletin, May, 1906, p. 44.  
 Hitchler. Cataloging for small libraries, Boston, 1905.  
 Hulme. Principles of cataloguing, L.A.R., 1906, pp. 31-45.  
 \*Kroeger. Instruction in cataloging in library schools, L.J., 1907, pp. 108-111.  
 — Arrangement of entries in catalogs, L.J., 1905, p. 146.  
 Lane. Cataloging. U.S. education report, 1892-93, p. 835.  
 McDonnell. Cataloging in small libraries. Washington, L.A. bulletin, Jan., 1906.  
 Quinn. Manual of library cataloguing, 1899.  
 \*Sayers and Stewart. Cataloguing materials and technique, L.W., 1905, p. 288.  
 Stephens. How to catalogue a novel, L.A.R., 1899, p. 432.  
 Van Valkenburgh. Common-sense in cataloging small libraries, L.J., 1906, p. 127.  
 Wheatley. How to catalogue a library, 1889.  
     *See "5. Codes" for Form, Series, and Analytic entries.*

## (b.) INDEXING.

- \*Clarke. Manual of practical indexing, 1905.  
 — Essays on indexing, L.W., vol. 6, 1903-4, pp. 67, 123, 156, 181, 233, 261, 292.  
 — Reform in indexing methods, L.W., 1907, pp. 317-320.  
 — Subsidized indexing, L., 1905, pp. 274-280.  
 Indexing: principles, rules, examples, New York State Library, 1905.  
 Mill. Reform in indexing methods, L.W., 1907, pp. 408-409.

## (c.) ANNOTATION.

- Baker. Co-operative annotation and guides, L.A.R., 1905, pp. 272-78, 299-302.  
 — Book annotation in America, L.W., 1902, pp. 198, 235, 253.  
 Baker, Brown, Jast, and Bond. Classification and annotation of fiction, L.W., vol. 1, 1898-9, pp. 199, 216; vol. 2, 1899-1900, pp. 150, 177, 206, 239; vol. 5, 1902-3, pp. 253, 292, 295.  
 Book annotation discussion, L.J., 1893, Conf. No., p. 15.  
 Brown. Catalogue annotations, L.A.R., vol. 4, 1902, p. 106.  
 — Descriptive cataloguing, L. (N.S.), vol. 2, 1900, p. 135.  
 — Manual of practical bibliography, N.D. [1906], pp. 87-97.  
 Green. Value of annotation in catalogues and book lists, L.A.R., vol. 8, 1906, pp. 444-49.

- Iles. Appraisal of literature. Inter. Conf., 1897, p. 166.  
 — Expert annotation of book titles. U.S. Education report, 1892-93, vol. 1, p. 994.  
 — Evaluation of literature, L.J., vol. 17, 1892, Conf. No., p. 18.  
 Jast. Classified and annotated cataloguing: suggestions and rules, L.W., 1899, p. 159, *et seq.*  
 Peplow. Evaluative annotation, L.A., 1907, pp. 211-13.  
 \*Savage. Manual of descriptive annotation, 1906.  
 — Practical work of annotation, L.W., vol. 7, 1905, p. 313.  
 Sayers and Stewart. Annotation, L.W., vol. 8, 1905, pp. 36-39, 91-94.  
 Stevenson. Appraisal *v.* description, L.W., vol. 6, 1903, p. 11.  
 Stewart. Descriptive annotation, L.A., 1907, pp. 208-11.

## 12. FORMS OF CATALOGUES.

### (a.) PRINTED *versus* MANUSCRIPT.

- Aldred. The Linotype in catalogue printing, L.W., vol. 1, 1898-9, p. 226; vol. 2, 1899-1900, p. 58.  
 Ambrose. The Use of printed cards in the N.W. University library, L.J., 1906, p. 257.  
 Andrews. Printed card catalogs. Inter. Conf., 1897, p. 126.  
 Brown. Manual of library economy, 1907, pp. 246-48.  
 Doubleday. New methods of printing catalogues (The Monotype), L.W., 1902-3, vol. 5, pp. 281, 309.  
 Jewett. On the construction of catalogues of libraries and their publications by means of separate stereotyped titles, 1853.  
 Maw. The card catalogue, a substitute for printed catalogues, L.W., 1899-1900, vol. 2, p. 63.  
 Willcock. Is the printed catalogue doomed? L.A.R., 1907, pp. 384-89, 401-05.

### (b.) PREPARING FOR PRESS, PROOF-READING, ETC.

- Bishop. Considerations of the cost of cataloging, L.J., 1905, pp. 10-14.  
 Brown. Manual of library economy, 1907, pp. 246-48.  
 May. Printing of library catalogues, L.C., vol. 3, 1886, p. 70.  
 Notes on preparing copy, L.W., vol. 2, 1899-1900, pp. 15, 73.  
 Quinn. Manual of library cataloguing, 1899, pp. 122-30.

### (c.) CARD CATALOGUE.

- Ambrose. The Use of printed cards in the N.W. University library, L.J., 1906, p. 257.  
 Andrews. Printed card catalogs. Inter. Conf., 1897, p. 126.  
 Bishop. Notes on the number of catalog cards to a book, L.J., 1906, p. 270.  
 Bostwick. Card catalogs for blind readers, L.J., 1905, p. 475.  
 Central card cataloging, L.J., 1893, vol. 18, p. 508.

- Dewey. Printed catalog cards from a central bureau, L. (N.S.), 1900, vol. 2, p. 130.
- \*— Rules for author and classed catalogs, with 52 facsimiles of sample cards, 4th ed., 1892.
- Fletcher. Bull in the (library) china shop, P.L., 1906, p. 549.
- Green. Card volumes *v.* card drawers, L.J., 1892, vol. 17, p. 5.
- Hicks. Library of Congress classification and its printed catalog cards, L.J., 1906, p. 255.
- Jast. The sheaf and card catalogues: a comparison, L.W., 1902, p. 129.
- Maw. The card catalogue, a substitute for printed catalogues, L.W., 1899-1900, vol. 2, p. 63.
- (d.) SHEAF CATALOGUE.
- Brown. Manual of library economy, 1907, pp. 261-269.
- Green. Card volumes *v.* card drawers, L.J., 1892, vol. 17, p. 5.
- Jast. The sheaf and card catalogues: a comparison, L.W., vol. 5, 1902, p. 5.
- Sacconi-Ricci. Observations on the various forms of catalogues used in modern libraries, L.J., 1893, vol. 18, p. 423.
- \*Stewart. The Sheaf catalogue, L.W., 1908. Also issued as a separate book, 1909.

(e.) OTHER FORMS.

- Brown. Manual of library economy, 1907, p. 270.

(f.) MECHANICAL METHODS OF DISPLAY.

- \*Brown. Manual of library economy, 1907, pp. 249-70.
- \*— Mechanical methods of displaying catalogues, L., vol. 6, 1894, p. 45.
- Sacconi-Ricci. Observations on the various forms of catalogues used in modern libraries, L.J., 1893, vol. 18, p. 423.
- See also* the catalogues of makers of card cabinets and trays, sheaves, files, etc.

## V.—LIBRARY HISTORY, FOUNDATION AND EQUIPMENT.

REQUIREMENTS.—Knowledge of the history of libraries; but particularly those named on p. 16 of the L. A. Syllabus. Private libraries and book collectors. British, Colonial, and United States library laws, and powers and duties conferred by them. It is assumed that dead or repealed laws are not included; and the law relating to Museums is distinctly excluded, and referred to group (D) of Section 6. Committees, Finance, Staff; Buildings and Fittings, including planning, specifications and other details. Book-buying and Accession methods [Book Selection is at group (H) Section 2]; Rules, and regulations, policy of the public service, hours, fines, open shelves, etc. Practically everything connected with the organization of a library previous to its opening to the public, excluding of course, subjects comprised in Sections 1 to 4 and 6.

I. METHOD OF STUDY.—This subject, popularly supposed to be the easiest after Section 6, is really made more difficult than it first appears, owing to the extent of the field covered by the History of libraries. Probably the examiners will confine their questions to the libraries named in the Syllabus, although there is no hint given of any limitation. For all practical purposes connected with library history, Savage's *The Story of libraries and book collectors*, [1909], will be found sufficient, but it can be supplemented by the information contained in the encyclopædia articles and the books marked with asterisks. The Factors at the end also contain some statistical particulars. For all the remainder of this subject Brown's *Manual of library economy*, 1907, supplemented by the following books will be found ample:—

Chambers-Fovargue. *Law relating to public libraries*, 1899.

Greenwood. *Edward Edwards*, 1901 (For origin of legislation).

*Main points in British library law.* L. W., 1909, v. xi., pp. 285-8. (A digest in tabular form).

Pressnell. *Library legislation in the U. S.* U. S. Educ. Report, 1895-96, v. i., pp. 523-29.

Champneys. *Public libraries*, 1907. (Practical architecture).

The Factors should also be consulted, and those connected with buildings, finance, etc., should be memorized.

## A.—HISTORY OF LIBRARIES.

### 2. ORIGIN: ANCIENT AND MEDIÆVAL LIBRARIES.

Americana, article "Libraries," N.Y., 1907.

Axon. Ancient and modern libraries. "British Almanac Companion," 1876, pp. 103-122.

\*Clark. The Care of books, 1909.

Clark. Libraries in the Mediæval and Renaissance periods, 1894.

Cowper. Notices of ancient libraries, "Notes and Queries," 1855, vol. 2, pp. 258, 337, 361, 493, 512.

\*Edwards. Memoirs of libraries, 1859.

Encyclopædia Britannica, article "Libraries."

Horne. Study of bibliography, pp. 1-26.

Morgan. Monastic Libraries, L.A.R., vol. 6, pp. 290-7, 1904.

New International Encyclopædia, article "Libraries," N.Y., 1907.

Rau. Did Omar destroy the library of Alexandria. "Nineteenth Century," 1894, pp. 555-571.

Rawlings. The Story of books, 1901.

\*Savage. The Story of libraries and book-collectors, [1909].

Simpson. Syllabus for a course of study in the history of the evolution of the library. [See notice, L.W., vol. 6, p. 284, 1903-4].

Smith. Babylonian and Assyrian libraries. "North British Review," 1870, pp. 305-324.

Teggart. Contribution towards a bibliography of ancient libraries, 1899. Also in L.J., vol. 24, p. 5.

Universal Cyclopædia, article "Libraries," N.Y., 1902.

Wheatley. Assyrian libraries, L.A.T., 1880, pp. 87-90.

### 3. GREAT MODERN EUROPEAN LIBRARIES.

Clegg. International Directory of Booksellers, 1899 to date.

Edwards. Memoirs of libraries, 1859.

Graesel. Bibliothekslehre, 1902.

Grassauer. Handbuch für . . . . . Bibliotheken Österreichs.

\*Jahrbuch der Deutscher Bibliotheker, 1896 to date.

\*Literary Year book, 1907 to date.

\*Minerva Jahrbuch. [Contains brief notices, in German, of all the important royal, university, and other libraries, running throughout the various volumes from 1891 to date].

\*Savage. Story of libraries . . . 1909.

The principal European libraries are :—

*France*.—Bibliothèque Nationale, Paris ; Arsenal Library, Paris ; Mazarine Library, Paris ; University Library (Sorbonne), Paris ; St. Geneviève, Paris.

*Germany*.—Royal Library, Berlin ; Royal Library, Munich ; Royal Library, Dresden ; Royal Library, Stuttgart ; University Library, Strassburg ; University Library, Göttingen ; University Library, Leipzig ; University Library, Munich ; University Library, Heidelberg ; Ducal Library, Darmstadt.

*Italy*.—Victor Emmanuel Library, Rome ; Vatican Library, Rome ; National Library, Florence ; Mediceo-Laurenzian Library, Florence ; Marcian Library, Venice.

*Russia*.—Imperial Library, St. Petersburg ; University Library, Warsaw.

*Austria-Hungary*.—Royal Library, Vienna ; University Library, Vienna ; Hungarian National Museum, Buda-Pest.

*Belgium*.—Royal Library, Brussels ; University Library, Ghent.

*Denmark*.—Det Store Bibliothek (Royal Library), Copenhagen.

*Switzerland*.—Cantonal and State Library, Zurich.

*Sweden*.—Royal Library, Stockholm ; University Library, Upsala.

*Spain*.—National Library, Madrid ; Royal Library, Escorial.

*Holland*.—University Libraries, Utrecht and Leyden ; Royal Library, Hague.

*Portugal*.—National Library, Lisbon.

*Norway*.—University Library, Christiania.

*Greece*.—University Libraries, Athens.

#### 4. GREAT BRITISH LIBRARIES.

Clegg. International Directory, 1899 to date.

\*Edwards. Memoirs of Libraries, 1859.

Encyclopædia Britannica, article "Libraries," 1875-1903.

Greenwood. Library Year books, 1897, 1900.

\*Literary Year-Book, latest issue.

Rye. The Libraries of London, 1908.

\*Savage. The Story of libraries, [1909].

[Notices of single libraries like the British Museum, Bodleian, etc., will be found in the Transactions of the Library Association (see "Year-books," index to papers), and in the form of separate monographs like Edwards' "British Museum"; Macray, "Annals of the Bodleian Library"; Clark, "Bodleian Guide for visitors," etc.].

The Principal British Libraries are :—

British Museum, London (including the departments at South Kensington); Bodleian Library, Oxford; University Library, Cambridge; Advocates' Library, Edinburgh; Public Library, Manchester; Public Library, Birmingham; Trinity College, Dublin; Public Libraries of Liverpool, Leeds, Glasgow (including Mitchell Library), and Edinburgh; University Libraries of Edinburgh, Glasgow, Aberdeen, St. Andrews; London Library; Guildhall Library, London; and some of the older and more valuable foundations like the Chetham Library, Manchester; Signet Library, Edinburgh; Sion College, London; Lambeth Palace, London; John Rylands, Manchester; National Library of Ireland, Dublin, etc.

#### 5. GREAT AMERICAN LIBRARIES.

Americana, under name of place, N.Y., 1907.

Fletcher. Public Libraries in America, 1894.

Flint. Statistics of public libraries in the U.S., 1893.

Koch. Portfolio of Carnegie libraries, 1908.

Savage. The Story of libraries, [1909].

See also—General index to *Library Journal*, for articles on separate libraries, and reports of the larger libraries like New York, Boston, Pittsburgh, Chicago, etc.

The Principal libraries in the United States are :—

Library of Congress, Washington; Harvard University; Boston Public Library; New York Public (including the Astor and Lenox collections); New York State Library, Albany; University Library, Chicago; Yale University, New Haven; Columbia University, New York; Chicago Public Library; Philadelphia, University, Library Company and Free Libraries; Newberry Library, Chicago; Public Library, Pittsburg, etc.

#### 6. PRIVATE LIBRARIES AND COLLECTORS.

Burton. The Book hunter, 1863.

\*Elton. Great book collectors, 1893.

\*Edwards. Free town libraries. [Contains at end "Historical notices of book collectors," 224 pp.].

\*Fletcher. English book collectors, 1902.

\*Humphries. The Private library.

\*Savage. The Story of libraries and book collectors, [1909].

\*Stephen. One hundred book collectors, L.W., vol. 10, p. 194, 1907. In *Library Economics*.

Wheatley. How to form a library, 1886.

— Prices of books, 1898.

### B.—LIBRARY LEGISLATION.

#### 7. BRITISH LIBRARY LEGISLATION.

Brown. Manual of Library Economy, chap. 1, 1907.



Chambers-Fovargue. Law relating to public libraries and museums. Ed. 4, 1899.

Encyclopædia of Local Government Law, vol. 4, pp. 109-130, 1907.

Fovargue. Adoption of the Public Libraries Acts in England and Wales, 1896. (L.A. Series, No. 7).

Fovargue-Ogle. Public library legislation, 1893. (L.A. Series, No. 2).

Greenwood. Edward Edwards, 1901.

— Public Libraries, 1891, p. 76.

— Case for rural public libraries. *In his* "Public Libraries," 1894, p. 438.

— Year-books, 1897-1900.

Main points in British Library Law, L.W., vol. 11, New Series, 32, pp. 285-8, 1909.

Ogle. The Free library, 1897. The Library Series.

Roebuck-Thorne. Primer of library practice, chap. 1, 1904.

Wire. How to start a public library, 1902. (A.L.A. Tracts, No. 2).

#### 8. COLONIAL AND FOREIGN LIBRARY LEGISLATION.

Boosé. Constitution of colonial public libraries, L., vol. 6, p. 391, 1894.

Brown. Manual of Library Economy, pp. 5-10, 1907.

Dyer. Public library systems of Great Britain, America, and South Africa, 1903.

Franke. Der Leihbetrieb der öffentlichen bibliotheken, 1905.

Pellisson. Les Bibliothèques populaires à l'étranger et en France, 1906.

Robert. Recueil de lois, decrets, etc., concernant les bibliothèques publiques, etc., 1883.

[NOTE.—It ought to be noted that every colony has promoted separate library legislation very much on British lines, and that these laws are contained in the Statutes of the various colonies].

#### 9. UNITED STATES LIBRARY LEGISLATION.

Brown. Manual of Library Economy, 1907, pp. 10-15.

Pressnell. Library legislation in the United States. U.S. Educ. Rept., 1895-96, vol. 1, pp. 523-599.

Americana, article "Library Law," N.Y., 1907.

See also Annual and occasional reports in the "L.J.," which note and describe progress and changes.

#### C.—COMMITTEES, FINANCE, STAFF.

##### 10. COMMITTEES.

Ballinger. Constitution of public libraries committees, L., vol. 7, p. 1, 1895.

Bostwick. Duty of a library trustee, L.J., vol. 31, Conf. No., p. 40, 1906.

Brown. Manual of Library Economy, 1907, pp. 18-23.

- Crunden. Functions of library trustees, L.J., vol. 22, Conf. No., p. 32, 1897.
- Greenwood. Public Libraries, 1894, p. 352, (Committees).
- Jones. Library authorities: their powers and duties. Int. con., 1897, p. 23.
- Lucas. Delegation of powers to library committees, L.A.R., vol. 6, p. 388, 1904.
- Notes for library committees. "Greenwood's Year-book," 1900, p. 1.
- Patton-Utley. The Work of a library trustee: from the trustee's and the librarian's point of view, L.J., vol. 31, p. 655, 1906.
- Rawson. Duties of library committees. Int. Con., 1897, p. 27.
- Utley. Government, constitution, bye-laws and trustees. U.S. Educ. Rept., 1892-3, vol. 1, p. 743.

#### 11. THE LIBRARY RATE.

- Ballinger. The Rate limitation, L.A.R., vol. 5, p. 16, 1903.
- Brown. Manual of Library Economy, 1907, p. 24.
- Chambers-Fovargue. Law relating to libraries, 1899.
- Greenwood's Year-book, 1900, p. 5. (The Library Rate).
- Willcock. How the rate limit affects the public libraries of the smaller towns, L.A.R., vol. 10, pp. 153-161, 1908.

#### 12. LOANS AND ACCOUNTS.

- Brown. Manual of Library Economy, 1907, pp. 24-42. See pp. 32-33 for tables of budgets, and average proportions of expenditure under various heads.
- Crunden. Library reports, L.J., vol. 15, 1890, p. 198.
- Willcock. What should the annual report of a public library contain, L.A.R., vol. 8, p. 363, 1906.

#### 13. ASSESSMENT TO RATES. INSURANCE.

- Brown. Manual of Library Economy, 1907, pp. 35-38.
- Chambers-Fovargue. Law relating to public libraries, 1899.
- Credland. Rating of libraries. "Greenwood's Year-book," 1897, p. 45.
- Crunden. Executive department: general supervision. U.S. Educ. Rept., 1892-3, vol. 1, p. 795.
- Davis. Fire prevention and insurance. "Greenwood's Year-book," 1900, p. 53.
- Insurance of public libraries, L.W., vol. 2, 1899, p. 121.
- Fovargue. The Exemption of public libraries and museums from rates and taxes, L.A.R., vol. 10, pp. 103-110, 1908.
- Insurance: Discussion, L.J., vol. 18, 1893, Conf. No., p. 23.
- Judgment in Liverpool assessment case, L.A.R., vol. 7, p. 286, 1905.
- Pacy. Borrowing and rating powers under the Public Libraries Acts, L., vol. 1, p. 132, 1889.

Poole. Fires, protection, insurance. U.S. Educ. Rept., 1892-3, vol. 1, p. 724.

#### 14. LIBRARIAN: QUALIFICATIONS, DUTIES, TRAINING.

- Baker. Literary training of the public librarian, L.A.A., vol. 5, p. 312, 1902.  
 Brown. Manual of Library Economy, 1907, pp. 43-60.  
 Dana. Library primer, p. 20, 1903.  
 Fletcher. Public Libraries in America, p. 80, 1894.  
 Graesel. Bibliothekslehre, pp. 457-92, 1902.  
 Guppy. The Librarian's equipment: an address, L.A.A., vol. 6, 1903, p. 66.  
 Hayward. Training of a librarian, L.J., vol. 17, 1892, p. 478.  
 Plummer. Training for librarianship, L.J., vol. 26, 1901, p. 317, (chiefly on American library schools).  
 Sharp. Librarianship as a profession, P.L., vol. 3, 1898, p. 5.  
 Thompson. Librarianship as a profession, P.L., vol. 5, 1900, p. 415.

#### 15. ASSISTANTS.

- Americana, article, "Library Schools," N.Y., 1907.  
 British Library Year-book, 1900, p. 261, (Tables of no. of staff and hours).  
 Brown. Manual of Library Economy, 1907, pp. 61-78.  
 Cowell. Public library staffs, 1893. (L.A. ser., No. 3).  
 Graesel. Staff. In his "Bibliothekslehre," 1902.  
 Hasse. Training of library employés, L.J., vol. 20, 1895, pp. 202, 239, 272, 303.  
 Hawley. Some non-technical qualifications for library work, L.J., vol. 29, p. 360, 1904.  
 Hill. Library service. U.S. Educ. Rept., 1892-3, vol. 1, p. 94.  
 — Organisation and management of a library staff, L.J., vol. 22, p. 381, 1897.  
 James. Women librarians, L.A.R., vol. 2, p. 291, 1900.  
 Macfarlane. Library administration, chap. 1. (Staff).  
 Ogle. Training of public library assistants. "Greenwood's Year-book," 1897, p. 52.  
 Prideaux. Professional education and registration, L.A.R., vol. 8, 1906, p. 1.  
 Roebuck-Thorne. Primer of library practice, 1904, p. 119.  
 Roberts. Education of the library assistant, L., vol. 9, 1897, p. 103.  
 Swann. Training of library assistants, L.W., vol. 1, p. 164, 1898-9.

The syllabuses of most of the training schools for librarians are contained in the Library Association Library. The prospectuses of the American library schools, which can be obtained free on application, are also useful and suggestive.

## D.—BUILDINGS AND FITTINGS.

## 16. THEORY AND GENERAL PRINCIPLES.

- Adams. Public libraries: their building and equipment, L.A.R., vol. 7, pp. 161, 220, 1905.
- Almirall. Design and construction of branch library buildings, L.J., vol. 31, Conf. No., p. 46, 1906.
- Brett. Library architecture from the librarian's point of view, L.J., vol. 31, Conf. No., p. 49, 1906.
- Brown. Manual of Library Economy, 1907, pp. 79-83.
- Brown and Hare. Public libraries: planning. Journal of R.I.B.A., vol. 14., pp. 341-75, 1907.
- Brydon. Public library architecture, L.A.R., vol. 1, p. 258, 1899.
- Burgoyne. Library construction, 1897.
- Points in library planning. "Greenwood's Year-book," 1900, p. 12.
- Champneys. Public Libraries, 1907.
- Hamlin. Views of a consulting architect, L.J., vol. 31, Conf. No., p. 57, 1906.
- Hare. Some suggestions on the planning of public libraries, L.A.R., vol. 8, p. 148, 1906.
- Henry. Comparative cost of library buildings, P.L., vol. 8, p. 64, 1903.
- Pite. Architecture for libraries [art view] L. (N.S.), vol. 1, p. 326, 1899.
- Public library architecture. Int. Conf., 1897, p. 106.
- Soule. Library rooms and buildings, 1902, (A.L.A. Tracts, No. 4).
- Utley. How to plan a public library, L.J., vol. 24, Conf. No., p. 21, 1899.

## 17. SITES, PLANS, SPECIFICATIONS, COMPETITIONS.

- Adams. Public libraries and popular education. (Plans and elevations of American library buildings reproduced).
- Brown. Manual of Library Economy, 1907, pp. 84-103. (Plans).
- Open access lending departments, L.W., vol. 9, p. 41, 1906-7.
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## VI.—LIBRARY ROUTINE.

**REQUIREMENTS.**—Knowledge of principal methods of arranging the fittings, furniture, etc. in public rooms of all kinds. Charging methods, records and forms, including indicators, cards, ledgers, etc. Registration of borrowers. Special departments and collections of all kinds. Aids to readers, including lectures, reading circles, information desks, book exhibitions, classes, relations between staff and public and instruction in use of catalogues and library system in general. Museums and Art Galleries, including legislation, varieties and relations with libraries, but excluding their administration and arrangements. Book-binding, stationery, printing, filing and preserving records, periodicals, etc. Office and staff routine and checks on work and readers. Statistics.

**I. METHOD OF STUDY.**—Students who are employed in library work will find this subject comparatively easy, but those who are not in the library service will think it as difficult as any. Educated persons who desire to enter library work should endeavour to obtain employment in some library as voluntary workers in order to obtain the necessary practical experience. The following text-books give everything necessary for the study of library routine :—

Brown. *Manual of library economy*, 1907.

Roebuck-Thorne. *Primer of library practice . . . 1904*, (elementary).

Dana. *Library primer*, 1903. (American practice).

Cockerell. *Bookbinding and the care of books*, 1906.

*See also* Library administration, by Fletcher, in the *Universal Cyclopædia*, N.Y., 1907.

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The other books in the list of authorities which are marked with an asterisk may also be consulted. The Factors at the end of this guide will also be found of considerable service.

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Dana. Library Primer, pp. 116-117, 119-20.

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Sureties. Display and filing of periodicals, L.A., vol. 4, 1901, p. 322.

## 21. STATISTICS.

Bostwick. Tyranny and deceitfulness of statistics, P.L., vol. 5, 1900, p. 190.

Hudson. Estimate of annual expenditure of a Carnegie Lib., L.W., vol. 10, 1907-8, p. 134.

Minto. Public Library Statistics, L., vol. 2, 1900, p. 164.

Stewart. A True fiction percentage, L.W., vol. 6, 1903-4, p. 177.

## VII.—FACTORS AND PERCENTAGES.

The following series of factors and percentages is intended as an aid in working out the various problems which arise in connection with library provision and service, such as buildings, special departments, finance, book selection, registration, statistics of use, etc. They have been very carefully compiled from all kinds of sources, and are put forward as suggestive rather than as absolute data. They should be used only as a basis for calculation, to be modified by local circumstances, and must be regarded as subject to fluctuation. No series of percentages based on averages can be considered equally applicable all round, but it may be mentioned as a somewhat remarkable fact, that the majority of the figures given in the original *Annotated Syllabus*, 1904, have been tested all over the country, and found to be both accurate and helpful. The whole of the figures have been corrected and checked with reference to the latest published reports and data, and an extensive series of abstracts from the *Literary Year-Book* and other sources have been made, which bring these library factors and percentages quite up to date.

### LITERARY HISTORY AND BIBLIOGRAPHY (1—2).

I. NUMBER OF BOOKS IN EXISTENCE.—The total number of separate printed books in existence has been estimated by different authorities at totals varying from 30,000,000 to 10,000,000. M. Paul Otlet, of the International Institute of Bibliography, Brussels, has published the following detailed figures :—

				Annual average.
Books printed from	1436 to 1536—	42,000		420
"	" " 1536 " 1636—	575,000		5,750
"	" " 1636 " 1736—	1,225,000		12,250
"	" " 1736 " 1822—	1,839,000		21,383
"	" " 1822 " 1887—	6,500,000		100,000
"	" " 1887 " 1898—	1,782,000		162,000
"	" " 1899 " 1903—	750,000		150,000
Total				27,164

As the 15th century books alone are known to number at least 30,000, it is obvious that the above estimate is

too low. By adding 15,000,000 for periodicals, which may include official publications, M. Otlet's total is brought up to 27,713,000. When music, maps and prints are included as "publications," it is evident that even 30,000,000 fall short of the world's output since the invention of moveable type.

2. INTERNATIONAL ANNUAL OUTPUT OF BOOKS, etc.—At the present time it is estimated that at least 281,000 publications are issued annually. A minimum estimate, based upon various official returns, gives the following in round figures :—

	Volumes.
Books and pamphlets, for sale .. ..	106,000
Private, local, official and other publications not primarily issued for sale .. ..	100,000
Magazines and Newspapers .. ..	50,000
Music .. ..	20,000
Maps and Prints .. ..	5,000
	<hr/> 281,000 <hr/>

In actual practice this annual output is only selected from to a very limited extent, and that only by the largest libraries. The following table is suggested as the possible field of choice offered annually by the new publications, of the whole world, omitting sermons, tracts, bibles, prayer-books, school-books, commercial tracts, out-of-the-way year-books, sheet-music, all but local maps and prints, medical and other technology, pamphlets and minor fiction :—

	Volumes.
British new books .. ..	2,000
American, German, French and others .. ..	1,000
Periodicals of all kinds .. ..	1,000
Private publications of all kinds .. ..	1,000
Reprints, music, maps and prints .. ..	1,000
	<hr/> 6,000 <hr/>

3. BRITISH ANNUAL OUTPUT OF BOOKS, etc.—The *English Catalogue of books* for 1908 gives figures showing the output of books as follows :—

	New Books.	New editions.
1907 .. ..	7701	2213
1908 .. ..	7512	2309

In former years this return has varied between 5,800 new books, and 1,500 new editions, and the more recent figures shown above. Taking the average of these numbers, the following estimate results :—

New books, for sale ( <i>Publishers' Circular</i> average)	6,600
New editions and reprints ( <i>Publishers' Circular</i> average)	2,000
Periodicals ( <i>Mitchell's Press Directory</i> ).. ..	5,000
Music (estimated) .. .. .	1,500
Maps .. .. .	600
Private, official, and local books and pamphlets, excluding commercial documents .. ..	36,000
	<hr/> 50,700 <hr/>

In round figures, there are about 50,000 publications issued annually in the United Kingdom from which libraries may select. Omitting as before all the kinds of books mentioned under the International field of choice (7-2), we get the figure of 2,000 quoted above as the British field of choice.

The proportions will vary for every country, and they can, in any case, only be taken as a foundation on which to work.

#### 4. CLASSES OF LITERATURE PUBLISHED AND STOCKED IN PUBLIC LIBRARIES :—

	Percentage of world's literature given by M. Paul Otlet.	Average percentage of different classes in British libraries.*	Average percentage of different classes in American libraries from A.L.A. Catalogue 1904.
Science .. .. .	3.44	8	6.2
Useful Arts .. .. .	12.18	7	6
Fine Arts .. .. .	2.62	7	4.7
Social Science .. .. .	25.42	8	8
Theology and Philosophy .. .. .	11.36	6	6
History, Geography, Biography	11.44	23	22.4
Language .. .. .	4.08	5	{ 13.5
Poetry .. .. .	{ 20.46	6	
Fiction .. .. .		20	16.3
Miscellaneous .. .. .	9.00	10	1.9
	<hr/> 100.00%	<hr/> 100%	<hr/> 100%

\* Ascertained by examining, and incidentally reconciling as nearly as possible, the Stock tables of many British libraries.

The reason for most of the differences between the tables of percentages, apart from variations in the classification, is that libraries only *select* from the whole body of literature, while M. Otlet's percentages represent his estimate of the representation of classes in all the books ever published.

On closer examination it will be found, however, that there are very few of these variations that cannot be to some extent reconciled. Natural and Applied science combined, make about 15% in two tables. The marked difference between Social Science and Theology is easily accounted for by the fact that very few libraries stock law or theology. The difference in the historical and geographical section is due to Individual Biography in M. Otlet's table being distributed over the other classes. The remaining classes are not so widely divergent, save in the case of Art, and here it is evident that M. Otlet has not included much iconography.

#### 5. PROPORTIONS OF REFERENCE AND LENDING STOCK IN BRITISH MUNICIPAL LIBRARIES, AVERAGED :—

Lending stock 66% of the whole

Reference „ 34% „ „

This is a marked difference from the percentage of the 1904 *Annotated Syllabus*, when the Lending stock was 55%, and Reference stock 45%, and it is accounted for partly by the comparatively small number of libraries then reckoned, and the establishment during the past five years of so many new small libraries with very small or no reference departments, and much larger lending ones.

#### 6. PERCENTAGES OF BOOKS AND PERIODICALS ACQUIRED BY PURCHASE AND DONATION IN BRITISH MUNICIPAL LIBRARIES :—

Books acquired by purchase .. .. 85%

„ „ „ donation .. .. 15%

Periodicals „ acquired by purchase .. .. 59%

„ „ „ donation .. .. 41%

#### 7. STOCK OF 553 BRITISH MUNICIPAL LIBRARIES IN OPERATION :—

		Volumes.
Reference Libraries	.. ..	4,400,000 = 34%
Lending Libraries	.. ..	8,600,000 = 66%

---

13,000,000 100%

There is about half of a book each for every head of population, and four for every borrower.

### CLASSIFICATION (3).

#### 8. SYSTEMS USED IN BRITISH MUNICIPAL LIBRARIES :—

					No. of Places.
Adjustable classification	..	..	..	..	53
Decimal	..	..	..	..	119
Expansive	..	..	..	..	3
Subject	..	..	..	..	30
Other methods	..	..	..	..	348

So far no library seems to have introduced the Brussels expansion of the Decimal classification. The 348 "other methods" include numerical and alphabetical arrangements in main classes, and other unexact varieties. Comparatively few of the non-municipal libraries are systematically classified. Most of the installations of the Decimal classification are only in reference departments.

### CATALOGUING (4).

#### 9. FORMS OF PRINTED CATALOGUES CHIEFLY USED IN BRITISH MUNICIPAL LIBRARIES :—

Dictionary catalogues in 225 departments.  
Classified " in 113 "

It is important to note that both these forms may be used in the same library and that the figures do not refer to places. Many of the so-called classified catalogues are simply alphabetical arrangements in broad main classes. A common plan is for a library to have a printed dictionary catalogue and a manuscript list of additions either on cards or sheaves.

#### 10. CHIEF METHODS OF DISPLAYING MANUSCRIPT CATALOGUES USED IN BRITISH MUNICIPAL LIBRARIES :—

Card System 123 departments.  
Sheaf System 45 "

In some of these libraries *only manuscript* catalogues are provided.

About sixty places issue printed bulletins, guides or reviews in which are included lists of additions, sometimes with annotations, and other information.

## LIBRARY HISTORY AND EQUIPMENT (5).

## II. BRITISH MUNICIPAL LIBRARIES :—

Adoptions of Public Libraries Acts to middle of 1908 excluding separate adoptions of Metropolitan parishes now united as Boroughs .. ..	608
Number of places in which these acts are in actual operation .. ..	553
Population of the 553 places .. ..	25,100,000

12. BRITISH NON-MUNICIPAL LIBRARIES, estimated number, excluding private and commercial establishments. Based on the list in the *Library Year-Book*, 1900, checked by later information :—

Subscription Libraries, including endowed, club, literary institutes, proprietary "Public" libraries, athenæums, etc. .. ..	180
Endowed and subscription libraries opened since 1900 .. ..	20
Mechanics Institutes and Working Men's Clubs. (This is a declining class, as many of them have been merged in the municipal libraries) .. ..	51
Co-operative Society libraries .. ..	34
University, college, school and educational libraries .. ..	124
Public schools and others not in the <i>Literary Year Book</i> , say .. ..	50
Cathedral, church, theological and bible libraries* .. ..	71
Church libraries, including Bray libraries not in <i>Lib. Y.B.</i> , say .. ..	100
State libraries of all kinds, excluding libraries for soldiers, sailors, etc. .. ..	25
Law libraries .. ..	22
Military and naval libraries .. ..	6
Engineering and railway libraries .. ..	9
Art, architectural, archæological and musical libraries .. ..	14
Medical libraries .. ..	26
Scientific libraries—3 general, 3 geological, 5 chemical and pharmaceutical, 1 physical, 5 geographical and colonial, 3 biological, 2 botanical, 1 zoo- logical, 1 microscopical, 1 entomological, 1 anthropological, 2 astronomical, 1 horo- logical, 1 mathematical .. ..	30
Carried forward .. ..	762

\* In Berjeau's *Book Worm*, 1866, Wm. Blades published a list of the minor libraries of England and Wales, including church, parochial and scholastic. His total was 155 but many of them were mere vestiges, and others have quite disappeared so that an allowance of 171 seems ample.

	Brought forward ..	762
Special libraries—3 accountants and actuaries, 2 agricultural, 1 Alpine, 1 Asiatic, 1 banking, 2 bibliographical, 1 Burns, 1 Dante, 1 Freemasonry, 1 Greek, 2 Hebrew, 2 hygiene, 1 Japan, 1 mining, 1 peace, 2 photographic, 1 printing, 1 Shakespeare, 2 sociological, 1 statistical, 1 theatrical, 1 theosophical .. ..		30
Village, parish, and other small libraries not in the <i>Lib. Y. B.</i> , but known to exist in large numbers in the United Kingdom, say ..		250
		<hr/> 1,042 <hr/>

None of the foregoing totals include special collections in other libraries, such as the Shakespeare collection in the Birmingham public library and many others of a similar kind.

13. COMMITTEES.—The number of members on municipal library committees ranges from 5 to 60, and the average is 16. A majority of the committees are subject to the control of the local authority, and many of them have to submit their acts for confirmation. Some committees are composed partly of co-opted members who are not on the local council; in Scotland the committees, with the exception of Glasgow, are half and half. In a few cases women have been elected upon library committees.

14. FINANCE: Rates and Incomes.—The following rates are levied in 380 British municipal libraries, the sums over one penny being derived from special or local acts, and in some cases by the adoption of the Museums Act:—

Libraries with $\frac{1}{2}$ d. rate =	14	Libraries with $1\frac{1}{2}$ d. rate =	23
" " $\frac{3}{4}$ d. " =	4	" " 1.73d. " =	1
" " $1\frac{1}{4}$ d. " =	1	" " 1.75d. " =	1
" " $1\frac{3}{4}$ d. " =	1	" " 1.83d. " =	1
" " 1d. " =	313	" " 1.85d. " =	1
" " $1\frac{1}{2}$ d. " =	8	" " 2d. " =	8
" " $1\frac{3}{4}$ d. " =	1	" " 3d. " =	3

15. These rates, together with other receipts, produce the following INCOMES in 360 British municipal libraries:—

£25,000 and over .. ..	2	£12,000 and over .. ..	1
20,000 " " .. ..	1	10,000 " " .. ..	4
18,000 " " .. ..	1	8,000 " " .. ..	5
14,000 " " .. ..	2	7,000 " " .. ..	2



£6,000 and over .. .. 2	£700 and over .. .. 18
5,000 " " .. .. 6	600 " " .. .. 19
4,000 " " .. .. 8	500 " " .. .. 15
3,000 " " .. .. 17	400 " " .. .. 31
2,000 " " .. .. 18	300 " " .. .. 28
1,800 " " .. .. 8	200 " " .. .. 43
1,600 " " .. .. 8	100 " " .. .. 32
1,400 " " .. .. 16	50 " " .. .. 19
1,200 " " .. .. 8	25 " " .. .. 6
1,000 " " .. .. 17	10 " " .. .. 4
900 " " .. .. 6	Less than £10 .. .. 3
800 " " .. .. 10	

16. Average income of the 360 places = £1,638. Average income of towns with less than £10,000 = £1177. On this average of £1,177, multiplied by 553, is obtained the total expenditure on British municipal libraries, estimated at £650,000.

234 places have incomes of less than £1,000
166 " " " " " 500
107 " " " " " 300

17. PERCENTAGES OF EXPENDITURE on various items, corrected from a large number of municipal libraries :—

	With Loans.	Without Loans.
Buildings .. ..	(15%)	(17%)
Lighting .. ..	6%	7%
Heating .. ..	1%	1%
Water .. ..	1%	1%
Fittings and repairs .. ..	5%	5%
Cleaning .. ..	2%	3%
Insurance .. ..	1%	1%
Books, etc. .. ..	(24%)	(31%)
New books .. ..	9%	11%
Old books .. ..	3%	4%
Replacements .. ..	3%	4%
Periodicals .. ..	5%	6%
Bookbinding .. ..	4%	6%
Salaries .. ..	35%	40%
Establishment .. ..	(11%)	(12%)
Stationery .. ..	2%	2%
Printing .. ..	3%	4%
Rates .. ..	3%	3%
Postages .. ..	1%	1%
Miscellaneous .. ..	2%	2%
Loans .. ..	15%	—
	100	100

There are two important changes to note in this table

of percentages as compared with the tables on pp. 32-33 of the *Manual of Library Economy*, 1907. Owing to further Carnegie gifts and extinctions of old loans, the percentage of loans repayment charges has been reduced from 18% to 15%. Many libraries not previously rated have now been heavily assessed, and it is probable this will gradually extend all over the country, unless legislative interference takes place. The Liverpool decision of 1905 (see *Manual of Library Economy*, p. 38) has been the cause of this to a very great extent; the registrar of friendly societies having refused to grant any more certificates of exemption.

18. STAFF.—The following is the number of librarians and assistants employed in British municipal libraries :—

Men	..	..	..	..	1,943
Women	..	..	..	..	798
Caretakers and cleaners, etc.	..	..	..	..	1,072
					<hr/>
					3,813

Of these, 539 men and women are chief librarians. There are 4 places with 15 officers all on an equal footing.

Average salary all grades about £60.

Average number of books circulated per member of staff per annum, excluding caretakers, about 26,000.

Average number of borrowers to each member of the whole staff, excluding caretaker = 766.

Average number of volumes of stock to be attended to by each member of the staff, excluding caretakers = 4742.

Hours range from 60 in large towns, to 5 or 6 per week in small places. Average about 48 hours weekly. Holidays 6 to 12 secular days for juniors, to 12 to 18 secular days for seniors. Chiefs 3 to 5 weeks.

19. TRAINING OF LIBRARY ASSISTANTS.—This work is undertaken in Britain chiefly by the Library Association. They hold examinations every May in the six subjects to which the first part of this *Guide* is devoted, and issue certificates in three grades—honours, merit, and pass, to successful candidates. They also issue diplomas to holders of the six certificates who successfully pass a further test. The L. A. conduct correspondence classes in Cataloguing, Library History and Library Routine, and advise

the London School of Economics in the classes carried on there in all five subjects from Section 2 to 6. Other courses of lectures are conducted in London, under the auspices of the L. A. on Literary history, and at Manchester, lectures are given on librarianship in connection with the technical schools. Summer schools are also held in Lancashire, and occasionally in London, at which lectures are given, and visits paid to libraries, binderies, and other businesses connected with book production. Full particulars of the classes in which the L. A. have an interest will be found in the L. A. *Syllabus*.

In the United States there are many training colleges, of which the first was the New York State Library School at Albany. There are others at the Drexel Institute, Philadelphia; Pratt Institute, Baltimore; various universities and single libraries, and there is also a training school for children's librarians at Pittsburgh. In all these schools the fees are much higher than in Britain, and students have to undergo a three or two years' course in most cases. The curriculum is much the same as in Britain, but preliminary tests are imposed, or clearing certificates required, in general educational qualifications, including a knowledge of French or German. On the other hand little attention is given to literary history, pure and simple, and bibliography touches very little on the history of printing. In some American libraries an apprenticeship system has been tried, and in England articulated pupils are occasionally employed.

20. LIBRARY ASSOCIATIONS.—The principal Association connected with Librarianship in the United Kingdom is the LIBRARY ASSOCIATION, with various affiliated branches in the provinces and in Scotland. Its membership is about 610, and the annual subscription is £1 1s. for members, and 10s. 6d. for associates. The membership was made up as follows in 1907 :—

Professional librarians	..	..	..	..	206
Institutional members (represented by librarians)					113
Non-professional members and representatives of institutions	..	..	..	..	248
Associates	..	..	..	..	40
					<hr/>
					607

These were distributed as follows :—

	Members	Percentage
Greater London .. ..	203	33½%
London County (160—26%) ..		
Lancashire and Cheshire .. ..	110	18%
Remainder of England .. ..	211	35%
Scotland .. ..	44	7%
Colonies and Foreign .. ..	30	5%
Ireland .. ..	9	1½%
	<hr/> 607	<hr/> 100

It issues a monthly magazine called *The Library Association Record* and various professional publications.

Another British body is the LIBRARY ASSISTANTS ASSOCIATION, with a membership in June, 1909, of 446, and several affiliated branches. The annual subscription is 5s. for seniors and 2s. 6d. for juniors. It issues a monthly magazine entitled *The Library Assistant*. Kindred in some objects is the BIBLIOGRAPHICAL SOCIETY with a membership of 300, and headquarters in London, which issues monographs on the history of printing and other topics.

In the United States the leading professional body is the AMERICAN LIBRARY ASSOCIATION, with a membership of about 2,300, and many activities in the way of publications, etc. In addition there are a number of State library associations, Library clubs, and other organizations. In Europe most of the chief countries have library or bibliographical associations of some kind, and there is also an Australasian society.

21. BUILDINGS.—There are 922 buildings in connection with British municipal libraries, many of which are not specially erected for library purposes, while others are hired premises.

To obtain a rough estimate of the probable cost of a new library building, it is first necessary to ascertain the accommodation which will be required. This depends upon two somewhat incompatible factors, first, the amount of money, borrowed or otherwise raised, which can be afforded out of the limited library rate, and second, upon the numbers of readers of all kinds certain to be attracted

to the library. The first factor has in recent years been reduced to reasonable conditions through the numerous Carnegie benefactions; but where these are not forthcoming, it should be remembered that the average percentage for loans repayments is 15% (see 7-17), and consequently there is need for great caution in planning buildings which have to be carried on with limited means. The tendency to overborrow for the purpose of obtaining a showy exterior is one to be suppressed. This tendency is provided against in the Scottish Libraries Act which limits any sum to be borrowed to one-fourth part of the annual rate capitalized at the rate of twenty years purchase. A sinking fund equal to one-fiftieth part of the money borrowed must also be formed. The annual cost of repaying the principal and interest on a building loan for 30 years, on the annuity system, is shown below, at varying rates of interest :—

The total of the payments in each year to redeem a loan borrowed for a period of 30 years when the repayments are based on the annuity principle.

Rate of Interest %	Loan of £1 £	Loan of £100 £ s. d.	Loan of £1,000 £ s. d.
Interest convertible quarterly, repayments made half-yearly.			
3.	.05086031	5 1 9	50 17 3
3½.	.05252060	5 5 0	52 10 5
3¾.	.05421013	5 8 5	54 4 3
3⅞.	.05592854	5 11 11	55 18 7
4.	.05767534	5 15 4	57 13 6
Interest convertible annually, repayments made annually.			
3.	.05101926	5 2 0	51 0 5
3½.	.05268172	5 5 4	52 13 8
3¾.	.05437133	5 8 9	54 7 5
3⅞.	.05608762	5 12 2	56 1 9
4.	.05783010	5 15 8	57 16 7

When buildings have to be erected in small places on borrowed money it will be necessary to use the factors given at 7-17, plus 7-31, 7-32.

22. BUILDINGS PLANNED TO SUIT THE NUMBER OF READERS LIKELY TO BE ATTRACTED. These factors are all derived from the work of existing libraries, the attendances, stock, etc. having been averaged so as to secure a fair basis. As both crowded and roomy buildings are included, it will be advisable to *regard the whole of those figures as minimum factors only.*

23. READING ROOM.—It is very difficult to determine what accommodation will be required for a general reading or news room, owing to the variations existing in all kinds of places. If, however, it is assumed that one and a quarter per cent. of the population will use the library daily, a basis for estimate is obtained. Assuming also that the room is open for 12 hours daily for 307 days per annum, and that each reader is allowed a *minimum* of 15 square feet, including table and passage, the following problem can be worked out. Every reader should get at least 2 feet of elbow room. A town with 50,000 inhabitants would furnish 625 readers daily, and about 52 hourly. Allow double the hourly attendance as the maximum likely to be present at one time, and multiply by 15, and the result, 1560 square feet, will represent the *minimum* area within the walls to accommodate 104 readers at once. In towns with branches, allow for a greater number of readers and larger room areas, because if 2 or more buildings exist, there will be a corresponding increase in the floor areas. Children's reading rooms can be calculated at an area of 12 square feet per reader, table and passageways included, and no more than 50 places should be provided in towns with less than 60,000 inhabitants. Over that size where branches are provided, from 60 to 80 places will be found ample.

For dimensions of gangways, etc., see *Manual of library economy*, p. 87, numbers 1, 4, 5 and 14. No. 8 is to be cancelled.

Taking 1 $\frac{1}{4}$ % of 25,000,000 inhabitants as the daily number of visits made to the reading rooms of the existing British municipal libraries, the annual visits in a year of 307 days would reach the enormous total of over

95,900,000. Allowing, however, for the absence of reading rooms in some places and their very infrequent use in small areas, the estimated annual visits may safely be reckoned as about 85,000,000.

24. REFERENCE ROOM.—As no register of reference room readers is kept, it is impossible to do more than roughly estimate the number of persons likely to be attracted. Let  $\frac{1}{4}\%$  of the population be assumed and the following result is secured. Room open 12 hours; each reader allowed a *minimum* of 24 square feet, including table and passage. A town with 50,000 inhabitants would furnish 125 readers daily, or say, 10 hourly. Double the hourly attendance and multiply by 24, when 480 square feet will be the result. In very large towns it is advisable to allow 30 square feet and over for each reader.

For dimensions of gangways see *Manual of library economy*, p. 87, numbers 1, 4, 5, 12.

An area of thirty square feet would allow for wall book-cases being included in the Reference reading room, but the book-store or stack for the main stock of the department requires to be provided separately. Taking  $\frac{1}{4}\%$  of 25,000,000 inhabitants as the daily number of visits made to the existing British municipal libraries, the annual total would be over 19,000,000. It is necessary, however, to deduct a very large part of this total to get at the annual issues, as so many little places have no reference departments and other towns are very poorly equipped. The average of 553 libraries would be 34,300 odds, but as there are only about 330 municipal reference libraries worth counting, it is estimated that the annual recorded reference issue is something over 11,000,000 volumes, excluding the quick reference work of open access libraries.

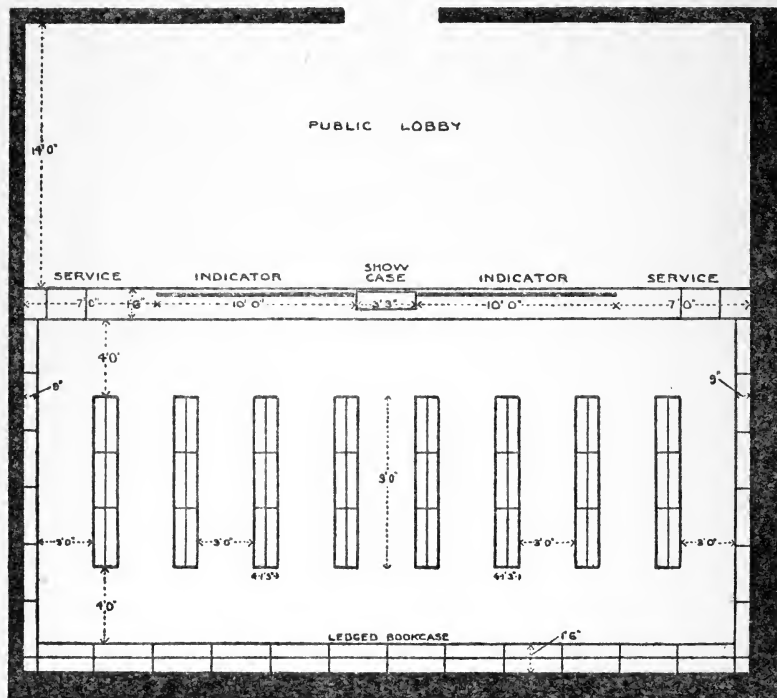
25. LENDING LIBRARY.—The number of readers attracted to British municipal libraries averages 8% of the population, an increase of 2% since the original count was made in 1904. With this factor, which is based on

the actual figures of nearly 400 places, it is possible to work out the dimensions of a suitable lending room for any size of town. Unlike the Reference Library, the lending department carries its entire stock under every system of issue. Dealing with open access libraries first. A town of 50,000 inhabitants would produce 4,000 borrowers, each of whom would read 28 books per annum, a total of 112,000, and a daily average (at 307 days) of 364 volumes. Assuming the library to be open 11 hours daily, that would give an average of 33 an hour. Allowing half as many again, say 50 in all, as being the number likely to be present at one time, and multiplying by 25 square feet per reader, the total area of the room would work out at 1,250 square feet; which would hold 50 readers at a time, wall and standard bookcases, gangways, etc., and accommodate the 16,000 volumes necessary for stock. According to the latest figures, there are now 4 volumes of lending stock to every borrower; but perhaps  $3\frac{1}{2}$  or 3 would be a safer figure to take, especially in newly formed libraries.

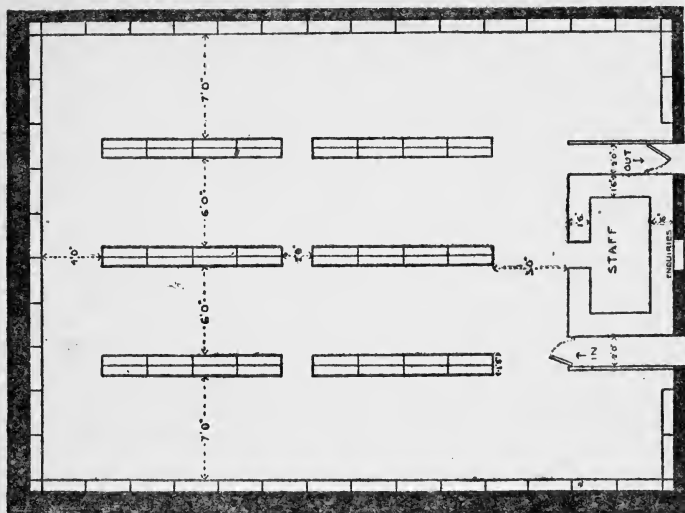
In planning a lending library for any form of indicator system, it is necessary to allow for the "companion" element, that is to say, for friends who accompany the actual borrower, and have admission to the lobby in front of the indicator. Companions are not admitted to open access libraries. If, therefore, other 10 persons, making 60 in all are present at one time, it would be necessary to give at least 10 square feet each to allow for free movement; however, space for 50 borrowers will only be provided. The question of an indicator being provided for all the stock, or only the non-fiction, will modify these factors somewhat. Here is, however, a space of 500 square feet as a first requirement in a library with indicators for all the stock. The counter to hold an indicator for 16,000 volumes will require 20 feet run, at least 10 feet for service, and perhaps 10 for showcases, and spare space. The following areas and plans will show the amount of room required, and the plan a method of arrangement :—



	sq. feet.
Borrowers' lobby in front of indicator 40 ft. by 12 ft. 6 in...	500
Counter 40 ft. by 1 ft. 6 in. . . . .	60
Gangway between counter and ends of bookcases 40 ft. by 4 ft.	160
8 Bookcases 9 ft. long, 1 ft. 3 in. deep, spaced 3 ft. apart, with 9 in. cases on 2 walls = 9 ft. by 40 ft...	360
Gangway between ends of cases and case on back wall 4 ft. by 40 ft. . . . .	160
Wall bookcase with ledge 1 ft. 6 in. by 40 ft. . . . .	60
	<hr/>
	1,300
	<hr/>



PLAN OF INDICATOR ARRANGEMENT.



PLAN OF OPEN ACCESS ARRANGEMENT.

26. CHILDREN'S LENDING DEPARTMENTS should be considered apart from the adult lending libraries, even though 15% of the books borrowed are issued through them. The separate provision of such rooms is not general, but they are best kept apart from reading rooms when possible. A space 24 ft. by 12 ft. will serve every purpose.

27. LECTURE HALL.—Allow at least 5 square feet for every person seated. This will give moderate gangways if an ordinary small chair is used. Six square feet is a better margin as larger gangways and wider spacing are secured. It is not possible to estimate the size a library lecture hall should be, as everything depends on the class of lecture. For a town of 50,000 inhabitants, a hall to hold 200 people should be ample.

28. OTHER DEPARTMENTS to be allowed for in buildings of various kinds :—Staff rooms, librarian's room, com-

mittee room, store rooms, book store, lavatories, strong room, work rooms, heating chamber, ladies room, patent specification room, special collections rooms, lobbies, passages and staircases, Librarian's or caretaker's residence if contemplated.

29. **BRANCH LIBRARIES.**—These range in size from single rooms to fully-equipped buildings. No town with less than 60,000 of a population should contemplate branches, unless the inhabitants are spread over a great area in which case delivery stations would suffice. Town areas range from 1 to 37 square miles, and the population, save in London, is very unevenly distributed. 60,000 is also to be regarded as the *minimum* number of population to be served by one branch, with reading room, lending department, children's room, and the usual offices. Small reading rooms and lending libraries can be provided for centres of population numbering 30,000 or 40,000, but it should be remembered that the cost of providing and running two libraries of this kind, will probably exceed that of one fully-equipped branch in a population-centre of 60,000.

**BRANCH LIBRARIES IN TOWNS OF OVER 100,000 INHABITANTS.  
LIBRARIES PER SQUARE MILE.**

		Miles.	Libraries.	Average.
Provinces	.. ..	415	181	2½ square miles
London	.. ..	106	85	1½ „ „

**INHABITANTS FOR EACH LIBRARY.**

Total Population.	Libraries.	Average.
10,899,000	251	43,400
Average for large London Borough 67,000.		

**BORROWERS PER LIBRARY.**

Total.	Libraries.	Average.
733,400	258	2,840
Average of large London Boroughs 3,528.		

30. **FURNITURE AND FITTINGS**, and chief dimensions  
For general dimensions *see Manual of library economy*

p. 87. Bookcases—height, 7 ft. 6 ins., 8 shelves 3 ft. long,  $6\frac{1}{2}$  ins. wide, per tier, for bulk of stock. Allow 9 volumes per foot-run of shelving for lending books, and 8 per foot run for reference books. Storage shelving may be higher than that in public rooms. Gangways of proper dimensions for lending departments are shown on the two plans p. 78-9. In newsrooms not less than 8 ft. gangways should be provided between wall newspaper and table ends. The other factors required for furniture can be looked up in the *Manual of library economy*, as there is too much variation of taste to make it worth while noting such variable items here.

31. PLANNING BUILDINGS.—In planning buildings or rooms, however roughly, always allow from 18 to 24 inches for external walls, and 6 to 9 inches for internal partitions, screens or walls. *Never represent any wall or partition by means of a single line as this will throw the whole of the interior arrangements out of proportion.* The method of arriving at a rough idea of the size and probable cost of a new library building, is to combine the various factors already given, with the following additional particulars :—

	London, and some large towns.	Small towns in the provinces.
Cost of structure per cubic foot .. ..	10d.	8d.
Fittings and Furniture. On cost of structure..	18%	16%
Architect's Fee. .. ..	5%	5%
"    "    extras and for furniture ..	1%	1%
Quantity surveyor. On cost of structure ..	3%	3%
Clerk of works .. ..	3%	3%
Contingencies .. ..	5%	5%
Total percentage to be added to the cost of the structure .. ..	35%	33%

Cost of structure includes the building, heating, lighting, lifts, staircases, partitions, plumber work, etc. ; but does not include bookcases, barriers, tables, chairs, floor coverings, charging systems, movable articles generally.

With these percentages in view, together with the factors previously given, it is possible to form an estimate of size and cost as follows :—

Ascertain the total area covered by the building in square feet including the outside walls. Multiply this by the height of the building, allowing 10 ft. additional for foundations and roof ridges. This gives the cubical contents of the building, and when priced according to the London or provincial prices an approximate cost of a building will be obtained. It is important to remember, however, that both materials and labour are liable to fluctuate in price, and that the results cannot be regarded as more than rough estimates.

Applying all these factors, percentages and prices to a town of 50,000 population requiring a new library building, the following result is obtained :—

### 32.—SIZE AND COST OF A LIBRARY BUILDING ON ONE FLOOR FOR A TOWN OF 50,000 INHABITANTS.

Department.	Number of readers.	Per day.	Per hour.	Most at one time.	Area per reader sq. feet.	Size of room sq. feet.
Reference ..	38,375	125	10	20	24	480
Reading Room	191,875	625	52	104	15	1,560
Lending ..	112,000	361	33	50	25	1,250
Children's Lend. ..	—	—	—	—	—	288
„ Read. Room	50	—	—	—	12	600
Lecture Room ..	200	—	—	—	5	1,000
Librarian and Committee	—	—	—	—	—	400
Staff ..	—	—	—	—	—	400
Storage, Heating, Passages, etc...	—	—	..	..	..	1,200
						7,178
Allow for exterior and internal walls 10%						717
						7,895
Average height 14 ft. Foundations and roof ridge 10 ft.						24
						31,580
						15,790
						Cubic feet 189,480
Cost of Structure.		London rate.		Country rate.		
189,480 cubic feet @ 10d. and 8d.		—	£7,895	£6,316		
Fittings and furniture 18%		—	1,421	(16%) 1,134		
Architect's Fee 5% and 1%		—	453	378		
Quantity Surveyor 3%		—	226	189		
Clerk of works 3%		—	226	189		
Contingencies 5%		—	394	315		
Total cost of building		£10,615		£8,521		

The average rate income of British towns containing 50,000 inhabitants is about £1,290, and if a building had to be erected out of loans, it would have to be reduced very materially in size in order to get it down to a cost within the available means. It would be necessary to devote at least 28% of the annual income to obtain even a £4,000 building, and then it would have to dispense with a reference room, children's rooms, and lecture hall, besides reducing the reading room (which would have to serve for reference purposes) and lending department. This illustrates what has already been said at 7-21 concerning buildings erected from loans and from gifts.

33. BOOKBUYING AND ACCESSION METHODS (*See also the factors given at 7-1 to 7*).

Table showing processes which new books have to undergo while being accessioned in two different libraries :

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Propositions.                 | 1. Propositions.           |
| 2. Entered in book or slip.      | 2. Slip written.           |
| 3. Lists prepared for committee. | 3. " " filed.              |
| 4. Submitted to committee.       | 4. Submitted to committee. |
| 5. Order sheet.                  | 5. Book ordered.           |
| 6. Order book.                   | 6. " invoice checked.      |
| 7. Invoice checked.              | 7. " Routine book          |
| 8. Routine book (Donations).     | (Donations).               |
| 9. Book collated.                | 8. " entered in stock book |
| 10. " check-stamped.             | and numbered               |
| 11. " numbered.                  | (this is also an           |
| 12. " " initialled.              | invoice book).             |
| 13. " classified.                | 9. " classified and col-   |
| 14. " " initialled.              | lated.                     |
| 15. " catalogue slip for         | 10. " sheaf catalogued.    |
| printing.                        | (No. 2 is used for         |
| 16. " " initialled.              | printed catalogue).        |
| 17. " card or sheaf cata.        | 11. " labelled (3).        |
| 18. " labelled (2).              | 12. " stamped (mini-       |
| 19. " " initialled.              | mum 5).                    |
| 20. " stamped (minimum 8).       | 13. " cut up.              |
| 21. " " initialled.              | 14. " embossed on          |
| 22. " cut up.                    | boards.                    |
| 23. " " initialled.              | 15. " lettered or tagged.  |
| 24. " charging card written      | 16. " charging card        |
| 25. " embossed on boards.        | written.                   |
| 26. " lettered or tagged.        | 17. " shelf listed.        |
| 27. " located and shelved.       | 18. " shelved.             |
| 28. " entered in Stock           | 19. " accessions list      |
| book from No. 15.                | (made from No. 2).         |
| 29. " accessions list.           |                            |

34. **RULES AND REGULATIONS FOR LIBRARIES**:—The **TIME** allowed for the reading of books ranges from 7 to 28 days, with, sometimes, periods of 7, 10, and 14 days in the same library.

Average of 269 libraries, about 12 days.

**FINES**.—Fines imposed for books kept over time allowed for reading, range from 1d. a week to 1d. a day. Average of 62 libraries about 1½d. per week.

**HOURS OF OPENING AND CLOSING**.—Most libraries in large towns open at 9 a.m. (Reading and newsrooms), and close at 10 p.m. Reference rooms 10 a.m. till 9 p.m. and 10 a.m. till 10 p.m. Lending libraries 10 a.m. to 9 p.m. In many places this department is closed from 1 or 2 p.m. one day each week. Children's rooms 4.30 or 5 to 8 or 9 p.m. 10 a.m. till 5 and 8 p.m. on Saturdays. In some London libraries, newspapers, or the advertisements of "situations vacant" cut from them are displayed as early as 7 and 8 a.m. In small places the hours open are intermittent owing to small staffs, and in rural districts the libraries are only open for a few hours weekly.

**SUNDAY OPENING**.—About 60 British municipal libraries open on Sunday all the year round, or from October to April, or May only. Reading rooms only as a rule.

**HOLIDAY OPENING**.—About 110 British municipal libraries open on bank holidays; very few, if any, on Christmas day.

**BETTING NEWS, OBLITERATION**.—50 British municipal libraries obliterate the betting news from newspapers in whole or in part.

**ACCESS TO SHELVES**.—320 **REFERENCE** departments in British municipal libraries grant access to the shelves more or less completely. Some places give access to everything save rarities; others to collections of quick-reference books numbering from 100 to 5,000 volumes. The use of application forms is rapidly dying out. Nearly 100 places have adopted the safe-guarded open access system in



their LENDING departments. A large number have non-safeguarded or partial open access.

### LIBRARY ROUTINE (6).

35. CHARGING SYSTEMS (*i.e.* methods of recording the issue of books). In British municipal libraries, about 60 use LEDGERS or DAY BOOKS; 188 use Indicators of various kinds for all the stock, about 50 use them for fiction only; and about 150 use card systems of various kinds, of which nearly 100 use them in conjunction with open access.

PROCESSES INVOLVED IN DIFFERENT KINDS OF CHARGING SYSTEMS :—

CHARGING.	Ledgers.	Cards (closed system).	Cards (open access card in tray).	Cards (open access card in book).	Indicators
Reader makes out list of books	—	—			—
„ finds book in .. ..			—	—	—
„ applies verbally .. ..					—
„ „ in writing .. ..	—	—			—
Assistant finds book .. ..	—	—			—
„ removes book card or indicator No. .. ..		—	—	—	—
„ enters book .. ..	—				
„ enters book label .. ..	—				
„ stamps and issues book .. ..	—	—	—	—	—
„ enters book on ind. or card .. ..		—	—		—
„ files card or replaces ind. book. .. ..		—	—	—	—
„ notes issue .. ..		—	—	—	—
„ makes up statistics..	—	—	—	—	—
DISCHARGING.					
Assistant receives book ..	—	—	—	—	—
„ changes Indicator No. or replaces book card .. ..				—	—
„ finds book card in tray .. ..		—	—		
„ returns card to reader		—	—	—	—
„ settles fines .. ..	—	—	—	—	—
„ marks book off .. ..	—				
„ files returned book card .. ..		—	—		
„ replaces book .. ..	—	—	—	—	—

These processes are subject to all kinds of modifications, as every library has its own variations, some indicator libraries requiring application forms, and so on.

36. BORROWERS.—The total number of enrolled borrowers in British municipal libraries is 2,100,000 of whom it is estimated that 1,239,000, or 59% are males, and 861,000, or 41% are females. This is 8% of the 25,000,000 total population of the 553 places with municipal libraries.

AGES (Derived from the average of a large number of library reports :—

Under 14 years of age	..	..	336,000	or 16%
Over 14 and under 20	..	..	672,000	„ 32%
„ 20 „ „ 40	..	..	714,000	„ 34%
„ 40 years of age ..	..	..	168,000	„ 8%
Ages not stated	..	..	210,000	„ 10%
			<hr/> 2,100,000	<hr/> 100

OCCUPATIONS (The average of many library reports) :—

Domestic	..	..	..	..	147,000	or	7%
Professional	..	..	..	..	147,000	„	7%
Students and scholars			..	..	420,000	„	20%
Industrial (trades)			..	..	420,000	„	20%
Commercial	..	..	..	..	609,000	„	29%
Unstated	..	..	..	..	357,000	„	17%
					<hr/> 2,100,000		<hr/> 100

37. Average annual issue per head of population 2.4 ; average annual issue per borrower about 28 ; but nearer 28½. Annual use of lending and reference books, per capita, excluding unrecorded open access consultations, 2.84. The time taken to issue borrowers' cards in British municipal libraries ranges from 1 day to 1 week ; average about 4 days. Some libraries issue cards at once when not extra busy. 50 libraries out of 70 make a charge (illegal) for each borrower's card.

## 38. ISSUES AND CONSULTATIONS.

TABLE OF ANNUAL ISSUES AND CONSULTATIONS IN BRITISH MUNICIPAL LIBRARIES.

		Fiction (including Juvenile).	Non-Fiction (including Juvenile).	Total
Lending libraries (54%)		32,400,000 (46%)	27,600,000	60,000,000
Reference „		—	11,000,000	11,000,000
Reading rooms (5%)		4,250,000 (95%)	80,950,000	85,000,000*
		<u>36,650,000</u>	<u>119,350,000</u>	<u>156,000,000</u>

39. The PERCENTAGE OF FICTION read in British municipal libraries, reckoning the work of every department, is about 23.49%, and is a gradually declining percentage.

The time occupied by borrowers in the reading of fiction and non-fiction has been ascertained as follows :—

Time books are actually kept.	Fiction	8 days
„ „ „ „ „	Non-Fiction	12 „

40. MUSEUMS AND ART GALLERIES.—According to a return on p. 291 of Murray's *Museums, their history and their use*, 1904, prepared for the British Association and revised by the author, there are 211 collections supported by the state, endowments, societies, or municipal rates ; some of which are combined with libraries and art galleries. Many of these are not accessible to the public. To these may be added 50 independent art galleries, state, municipal or endowed, making a total of 261 collections existing in the United Kingdom.

\* This only allows for one consultation per visit. As a matter of fact most readers make more than one reference to magazines and newspapers.

# 41. COMPARATIVE LIBRARY STATISTICS OF AMERICAN CITIES.\*

Names of cities.	Population.	Registration.	Stock.	Home circulation.	Expenditure.	Books.	Salaries.
Greater New York	4,113,043	1,112,463	1,997,327	9,290,433	£232,890	£58,548	£119,353
Chicago ..	2,049,185	93,707	343,383	2,351,566	47,943	4,182	29,083
Philadelphia	1,441,735	143,969	310,630	1,878,456	44,624	10,557	22,581
St. Louis ..	649,320	64,804	222,780	1,124,716	40,122	9,404	9,266
Boston ..	602,278	76,782	723,075	1,529,111	71,198	7,632	46,417
Baltimore	553,669	37,544	256,990	626,140	13,073	2,632	6,276
Cleveland	460,327	101,615	319,528	1,671,865	57,929	8,535	20,241
Buffalo ..	381,819	68,779	247,595	1,277,751	95,910	3,404	9,906
San Francisco	364,677	19,822	44,551	349,646	10,910	3,986	4,467
Pittsburg	375,082	76,165	280,088	884,760	48,041	9,352	—
Detroit ..	353,535	48,736	228,395	726,982	15,834	2,940	8,532
Cincinnati	345,230	48,421	301,380	799,747	26,753	8,826	11,050
Minwaukee	317,903	39,151	181,597	697,566	13,400	2,153	8,818
New Orleans	314,146	10,858	75,000	98,749	7,296	2,491	2,661
Washington	307,716	49,625	103,194	505,476	12,982	2,097	8,318
Newark ..	289,634	38,894	134,534	629,891	19,367	3,923	8,103
Minneapolis	273,825	50,679	165,581	604,313	20,833	952	7,270
Jersey City	237,952	39,088	101,852	523,163	6,434	1,092	2,865
Louisville	226,129	20,799	83,722	319,487	11,306	1,977	5,108
Indianapolis	219,154	26,100	133,060	376,907	13,860	1,666	6,250
St. Paul ..	203,815	21,513	86,198	304,626	10,750	3,145	4,183
Providence	203,243	19,037	131,059	143,723	9,815	1,386	5,649
Kansas City	182,376	46,578	90,000	315,977	—	2,078	4,165
Toledo ..	159,980	19,900	78,034	375,931	5,274	1,316	2,519
Worcester	130,078	25,651	163,401	303,222	10,296	2,080	5,575
Los Angeles	102,479	33,073	103,118	554,166	18,592	9,340	2,577
New Haven	121,227	18,877	85,934	337,878	4,956	1,193	2,480
Seattle ..	104,169	29,118	93,794	454,735	16,326	2,113	8,689
Springfield	75,836	30,000	159,246	367,732	8,317	1,461	4,170
Somerville	70,798	28,619	179,162	419,539	4,183	1,245	2,070
Total	15,230,360	2,440,367	7,324,208	29,844,254	£822,340	£171,706	£378,642

\* From 23rd Report of Enoch Pratt Free Library of Baltimore City 1908.

42. It appears from the preceding table that in the larger American libraries there are some interesting differences in the factors and percentages as compared with the British municipal libraries. These differences can best be displayed by setting them forth in comparative columns :—

	United States.	United Kingdom.
Total income of 29 American and 553 British libraries .. .. .	£822,340	£650,000
Percentage of income spent on salaries ..	48.83%	35%
books ..	20.80%	15%
No. of volumes (29 U.S. and 553 U.K. libs.)	7,324,000	13,000,000
Registration of Borrowers (29 U.S. and 553 U.K. libs.) .. .. .	2,440,000	2,100,000
Percentage of Borrowers to population ..	16%	8%
Lending circulation (29 U.S. and 553 U.K. libs.) .. .. .	29,844,000	60,000,000
Issues per Borrower per annum .. ..	12	28
Circulation per head of population .. ..	1.96	2.4
Cost per issue, counting salaries only ..	3d.	$\frac{1}{4}$ d.

43. BUILDINGS.—Contrary to generally accepted opinion, the smaller American library buildings cost less to erect than similar structures in the United Kingdom. According to Marvin's *Small library buildings*, 1908, the cost of small American buildings ranges from 5½d. to 7d. per cubic foot, and of larger buildings from 10d. to 1s. ½d. per cubic foot. To this must be added from 10% to 12% of total for expenses—architect's fees, light fixtures and movable furniture, floor coverings, etc. The difference is doubtless caused by the cost of materials being so much less as to more than counterbalance the extra price of labour. At the same time it should be noted that many of the smaller American library buildings are not substantial, fire-resisting structures like those of recent design in the United Kingdom, and this must be taken into account.

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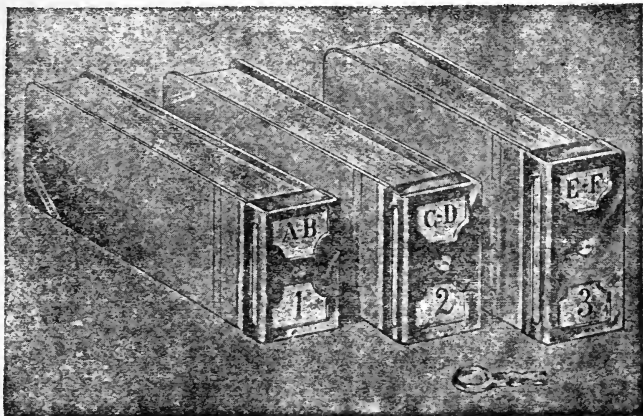
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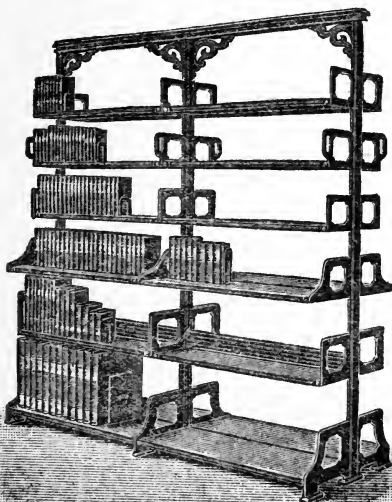
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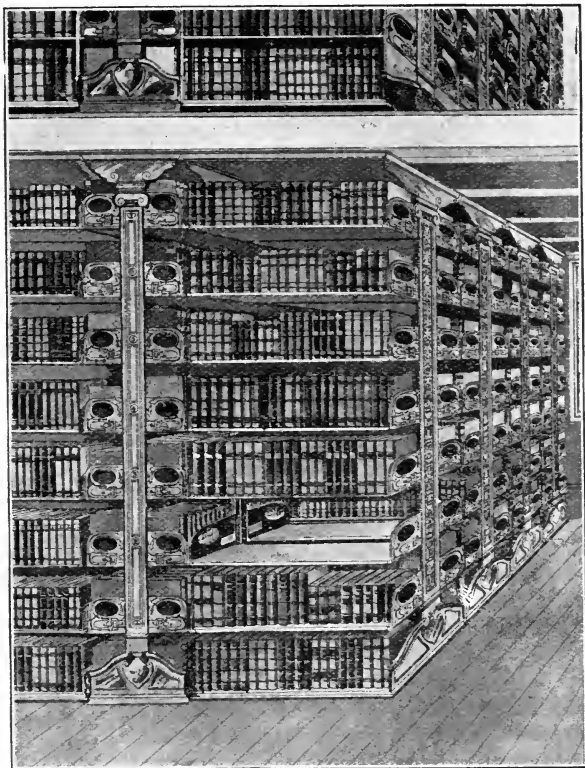
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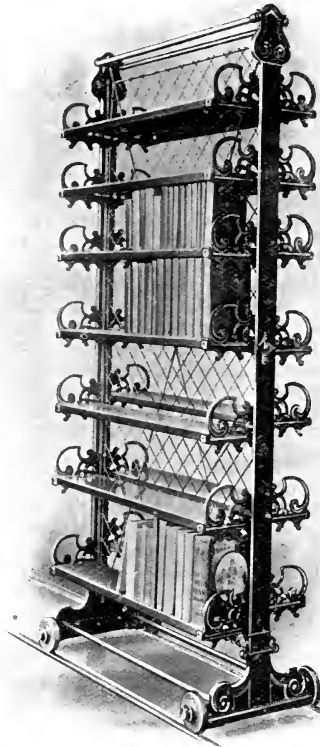
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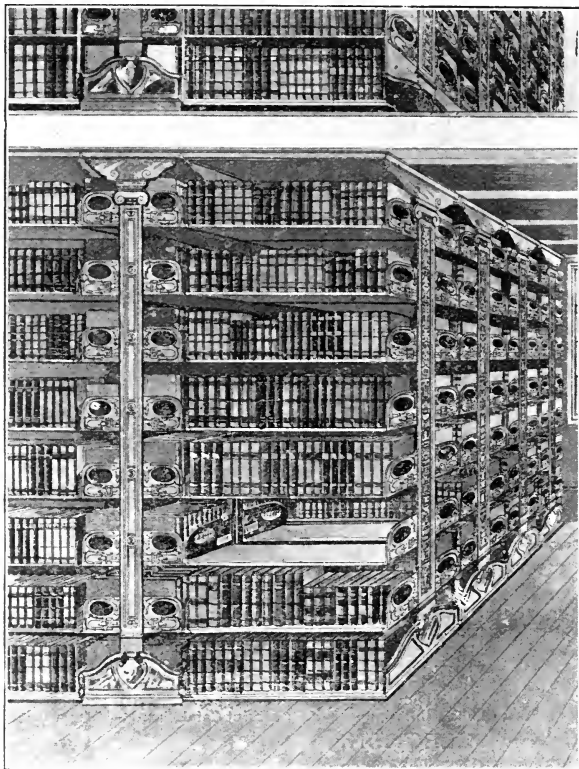
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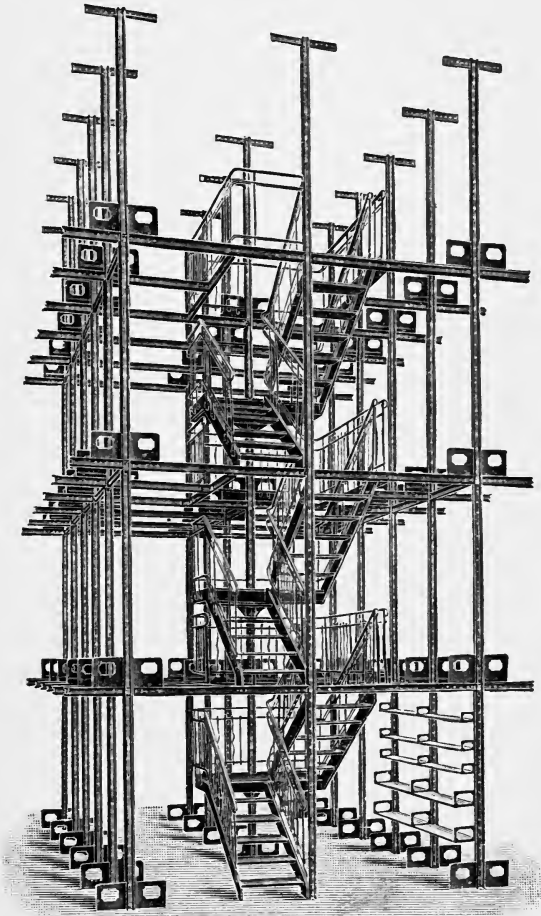
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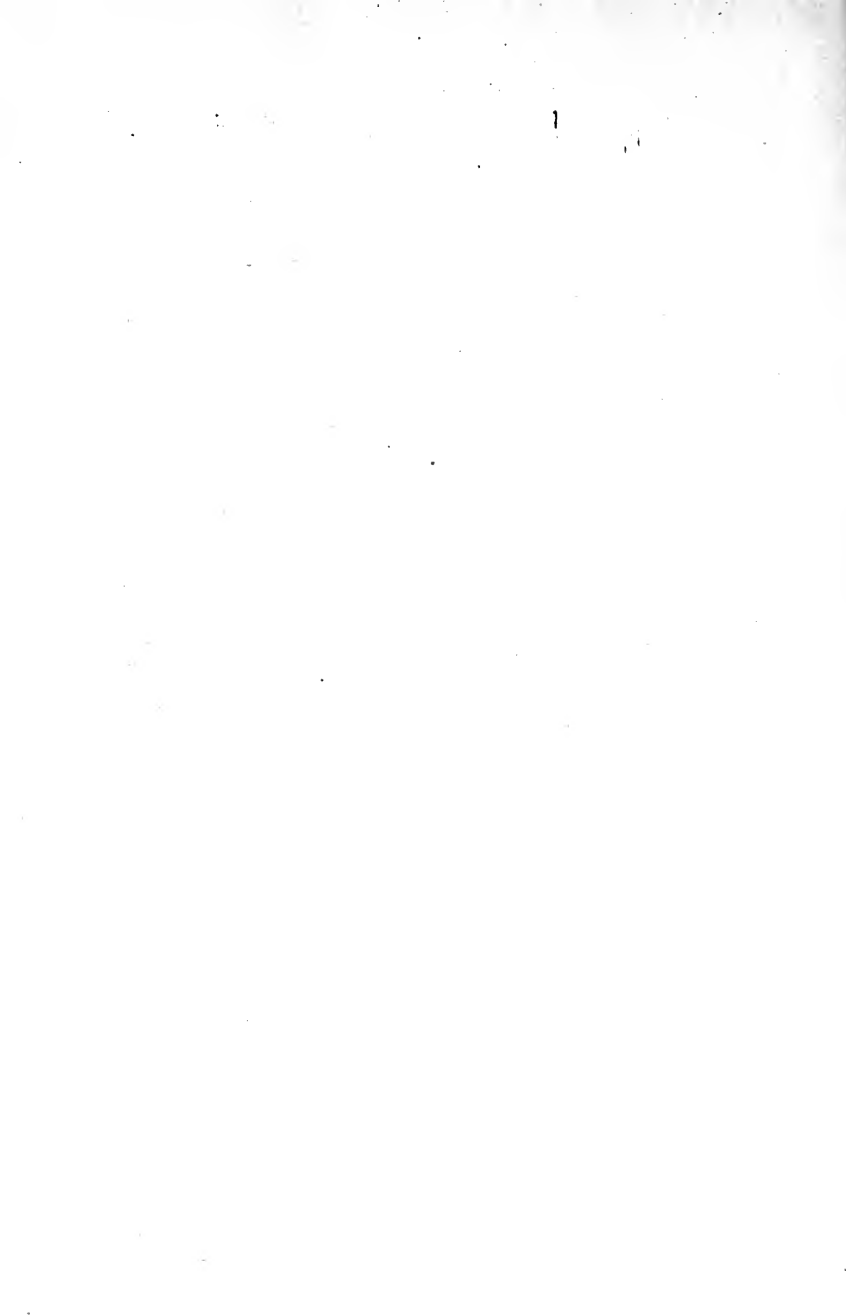
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